

Contents

Page

2	To the Voters
3	Finance Committee Report
5	Capital Expenditure Committee Report

Warrant for Annual Town Meeting

12	Article 1	Reports of Town Officers and Committees
12	Article 2	Debate Rules
12	Article 3	Consent Article
14	Article 4	Bills of Prior Years
14	Article 5	UMass Boston Study for Bedford Senior Needs Assessment
15	Article 6	General Bylaw Amendment – Revolving Funds
19	Article 7	Revolving Funds Expenditure Limits
19	Article 8	General Bylaw Amendment – Demolition Delay
20	Article 9	General Bylaw Amendment – Sewer Systems – New Connections
21	Article 10	General Bylaw Amendment – Plastic Bag Reduction in Business Establishments
22	Article 11	Zoning Bylaw Amendment – Medical Marijuana Use
26	Article 12	Zoning Bylaw Amendment – Fence Height and Regulation
27	Article 13	Zoning Bylaw Amendment – Zoning Map
28	Article 14	Zoning Bylaw Amendment – Temporary Dwelling
29	Article 15	Land Transfer for Middlesex Turnpike Construction Mitigation
30	Article 16	Acceptance of MGL Provisions for Lower Municipal Speed Limits
30	Article 17	Application of Bond Sale Premiums
31	Article 18	Rescind Bond Authorization for Portion of Bedford Street Sewer Force Main Project
31	Article 19	Acceptance of MGL Concerning Establishment of Special Injury Leave Indemnity Fund
32	Article 20	Proposed Fiscal Year 2018 Capital Projects Plan
33	Article 21	Community Preservation Budget – Fiscal Year 2018
36	Article 22	PEG Access and Cable Expense Related Budget – Fiscal Year 2018
36	Article 23	Supplement Operating Budget for Fiscal Year 2017 and Articles of the 2016 Annual Town Meeting
37	Article 24	Salary Administration Plan Bylaw Amendment – Classification & Wage Schedule
41	Article 25	Operating Budgets – Fiscal Year 2018
41	Article 26	Ambulance Enterprise Budget – Fiscal Year 2018
42	Article 27	Salary Plan Additional Funding
42	Article 28	Other Post-Employment Benefits Liability Trust Fund Appropriation
43	Article 29	Supplement Accrued Sick Leave Fund
43	Article 30	Stabilization Fund Appropriation
44	Article 31	Free Cash
45		Fiscal Year 2018 Operating Budget
49		Appendix Town Meeting Procedure
52		Guideline for Civil Discourse
55		Volunteer Opportunities
56		Questionnaire for Volunteers

Cover designed by Bedford resident Jean Hammond

To the Voters

The days are getting longer and warmer, and that means spring is on the way: green grass, redwing blackbirds, baseball and lacrosse, and, here in Bedford, Annual Town Meeting.

The articles listed in this Annual Town Meeting Warrant comprise the operational needs and proposals for improvements to Town services for Fiscal Year 2018. They reflect information furnished to the Selectmen, Finance Committee, and Capital Expenditure Committee by various Town departments, boards, and committees. Various boards, committees, and staff have all participated in the process of formulating the Warrant in the hope that the articles presented here will sustain and enhance the quality of life for the citizens of Bedford. Recommendations are provided as guidelines for your consideration. Following are some highlights.

The warrant contains five proposed amendments to the General Bylaw, Articles 6-10, with each requiring a simple majority of votes for approval. One of these is new. It proposes eliminating the use of thin-film single-use plastic bags by all business establishments. The others are fine-tuning of current bylaw sections. They permanently allow revolving funds that now require annual authorization; establish expenditure limits for the funds; update the demolition delay procedure; and add sewer connection fees charged to new hotels, motels and extended-stay facilities.

Each of the four proposed amendments to the Zoning Bylaw requires a two-third majority for approval. Article 11 would limit a medical marijuana dispensary to the industrial district east of Route 3. Article 12 regulates the erection of fences higher than six feet. Article 13 clarifies references to the zoning map and Article 14 allows the use of an on-site temporary dwelling if a residence is destroyed or damaged by a fire or natural disaster. There's also Article 5, a proposed professional community needs assessment that would help the Council on Aging develop a strategic plan.

The Capital Projects Plan (Article 20), the Operating Budget (Article 25) and the Ambulance Enterprise Budget (Article 26) fund the Town's continuing operations. Details about these budgets can be found in the reports of the Capital Expenditure Committee and Finance Committee that follow in the next several pages. The Capital Projects Plan requests funds for 40 projects, ranging from school technology and maintenance and a library heating and ventilation study, to new Town vehicles, water meter replacements, building maintenance and repairs, and a new Concord River boat landing dock. The Operating Budget funds all departments' day-to-day operations.

Article 21 would appropriate funds under the Community Preservation program for projects in Fiscal Year 2018, as well as for principal and interest payments previously approved. Projects include a subsidy for new units of affordable housing; improvements on and around the Jenks Nature Trail; a feasibility study for expanded community gardens; repairs to the skate park; and signage along and adjacent to the Minuteman Bikeway, some of which will designate nearby destinations. Article 28 continues the Town's funding of a portion of the liability in the category of OPEB (other post-employment benefits), primarily for retiree health insurance.

Please bring the Warrant Report to Town Meeting, which begins on Monday, March 27, 2017 at 7:30 p.m. in the high school auditorium. The session will continue to Tuesday, March 28, and if necessary, Town Meeting will resume on Monday and Tuesday, April 3 and 4. Your participation is central to the success of our Town Meeting form of government and we look forward to seeing you there.

Mike Rosenberg, *Chair*

Finance Committee Report

The Finance Committee presents for your approval the Fiscal Year 2018 operating budget that supports the excellent quality of life we enjoy in Bedford. It is based on sound financial planning and careful review of departmental requests.

The Finance Committee began work on the operating budget in the fall, by first considering the available sources of revenue. Some of those sources were:

- Certified Free Cash from Fiscal Year 2016 was \$7,441,467. Our policy is to leave an amount equal to a minimum of 1% of the operating budget in order to mitigate uncertainty in estimates for local receipts and State Aid. This year, we recommend using \$4,225,207.
- Stabilization Fund has a balance of \$4,147,339. This is within our midpoint of our target range of \$1.7M - \$5.2M. We are not recommending further use of this fund at this time, and we are recommending an additional allocation of \$500,000.
- Growth allowed under Proposition 2 ½ rules is \$1,579,149, or an additional 2 ½% increase of the tax levy. We recommend leaving \$4,007,762 levy unused to help mitigate tax increases of the past few years.
- New Growth is estimated to be \$1,100,000 of new property value joining the tax roll.
- Payment of \$1,620,187 is estimated in Lieu of Taxes from the MITRE Corporation.
- At this time we are projecting no increase to State Aid. Although the Governor has released his proposed number, it is still early to determine what the final State Aid numbers will be.
- As a starting point for each Town Department and Board, the Finance Committee determined initial budget guidelines by allocating available revenue proportional to last year's budgets. This year, the Finance Committee recommended a guideline increase of 2½% over Fiscal Year 2017 budgets for all Departments and Boards, except the Schools. The Schools were given a 3½% increase over Fiscal Year 2017. This increase was given due to the projected enrollment increases as well as the changing student demographics. We developed the final operating budget accommodating several changes justified by the departments and other known items, which included:
 - An additional \$78,725 for the Selectmen Budget, which was for the Youth Center funding and Recreation Program Coordinator salary, both of which were being funded through the Recreation Revolving Account in Fiscal Year 2017.
 - An additional \$2,969 for the Planning Board, which is to accommodate additional expenditures, as well as salary increases in FY2018.
 - An additional \$1,282 for the Board of Heath, which is for salary increases in FY2018.
 - An additional \$24,809 for the Library, which was to increase staffing hours by 20 hours per week.
 - Additional funding of \$24,522 was added for the Article 27 – Salary Plan Additional Funding, which was the result of the compensation and classification study that was completed for the non-union employees for the Town.
- The committee has recommended approval of \$1,944,585 in capital projects being funded through the Capital Article, with an additional amount of \$326,632 in capital projects (Article 20 projects 18-04, 18-25, and 18-30) to be recommended at Town Meeting. The total capital article recommendation would be a decrease of 3% from Fiscal Year 2017.
- The committee also is recommending an appropriation of \$35,000 for the Council on Aging to conduct a community needs assessment for Bedford residents age fifty-five and over.

The Finance Committee recommends that Town Meeting adopt a Fiscal Year 2018 operating budget of \$87,231,820 and a total budget of \$93,919,766 including Articles and Assessments, and an Ambulance Enterprise Operating Budget of \$866,241.

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>Proposed FY18</u>
<u>Revenues</u>						
Tax Levy	54,532,823	56,745,981	60,132,532	63,080,418	66,167,031	68,733,605
Local Revenues	17,467,804	16,830,615	19,212,773	18,811,935	19,154,783	20,533,353
Other Sources*	7,284,926	7,386,973	7,996,711	7,892,668	9,137,261	8,660,569
Total Revenues	79,285,553	80,963,569	87,342,016	89,785,021	94,459,075	97,927,527
<u>Expenses</u>						
Operating Budget	72,421,991	74,926,602	77,389,478	81,133,710	84,296,600	87,266,599
Articles**/Other	4,578,192	3,394,149	5,852,095	4,840,557	5,362,163	5,145,518
Governmental Charges/Offsets	387,870	408,436	413,634	392,893	405,149	405,149
Overlay Reserve	899,804	893,191	1,154,245	950,381	914,191	850,000
Miscellaneous Charges	2,500	2,500	2,500	2,500	2,500	2,500
Snow Deficit		295,159	351,385	546,983	9,519	250,000
Total Expenses	78,290,357	79,920,037	85,163,337	87,867,024	90,990,122	93,919,766
Surplus/(Deficit)	995,196	1,043,532	2,178,679	1,917,997	3,468,953	4,007,761
% Increase in Total Expenditures	4.38%	2.08%	6.56%	3.17%	3.55%	3.22%
Average Assessed Residential Value	\$518,113	\$522,100	\$567,800	\$574,400	\$619,800	TBD
Residential Tax Rate per \$1,000 of value	\$15.37	\$15.71	\$14.62	\$15.28	\$14.81	TBD
Average Residential Tax	\$7,963	\$8,202	\$8,301	\$8,776	\$9,179	TBD
Average Community Preservation Tax	\$193	\$199	\$205	\$217	\$231	TBD
% Residential Increase	1.0%	3.0%	1.2%	5.7%	4.6%	TBD

* Includes State aid and Community Preservation

** Includes Capital Article, Community Preservation, Misc. Articles (excludes bonding), Other and Overlay Deficit

The current residential impact of \$100,000 in expenses is \$1.64 per \$100,000 of assessed value. For example, the impact of \$100,000 in expenses for a home with an assessed value of \$500,000 would be \$8.20 (5 x \$1.64).

The Fiscal Year 2018 budget presented to you accommodates justified requests from the Town Departments and Schools. With your continued thoughtful deliberation and support, Bedford maintains the highest rating of AAA from the Standard & Poor's Ratings Services.

Please note that some changes may occur between the time this Warrant goes to press and the time of Town Meeting as more up-to-date information becomes available.

Acknowledgements

The Finance Committee receives assistance from many different Town employees, as well as elected officials, and members of other Town Boards and Committees. We appreciate everyone's advice, guidance, and opinions. The Finance Committee is particularly grateful to Victor Garofalo, Bedford's Finance Director, Treasurer/Collector, Richard Reed, Bedford Town Manager, Jon Sills, Superintendent of Schools and David Coelho, Bedford School District's Director of Finance.

Respectfully submitted,

Stephen Steele, *Chair*

Ben Thomas, *Vice Chair*

Karen Dunn

Paul Mortenson

David Powell

Elizabeth McClung, *Clerk*

Tom Busa

Stephen Carluccio

Richard Bowen (*deceased January 2017*)

Capital Expenditure Committee Report

Introduction

The Capital Expenditure Committee (CEC) reviews and offers recommendations concerning all requests for funds for capital items and projects submitted by Town and School departments. These projects, and their costs, appear in Article 20 – Capital Projects Plan Fiscal Year 2018 beginning on page 32 of the Annual Town Meeting Warrant.

Definition of Capital

The CEC defines a capital expenditure as any item or project expenditure of \$5,000 or more per item with a useful life of two or more years. Individual capital items of less than \$5,000 each are considered operating expenses and are funded through departmental operating budgets with the exception of multiple, similar items that are “bundled” together to reach an amount that exceeds \$30,000.

Capital Projects Plan

This year, the Town and the CEC continued its collaborative approach to the project selection process. Beginning in June 2016, a core group of Department Heads from both the Town and Schools began holding weekly meetings to review the various projects that were in need of completion or purchase, not only for the current fiscal year but for five additional years beyond that, through FY2023. At the start of the process, there were forty-eight (48) projects totaling \$8,424,922 for FY2018. The Finance Committee Guideline allocated \$2,353,758 for capital projects, to be funded from the FY2018 tax levy. Other sources of funds, such as water/sewer rates, open article balances, Community Preservation funds, etc., could potentially be used to fund projects above that guideline. The Finance Committee Guideline did not address amounts to be funded through Bond Authorization.

The Department Heads discussed the merits of each of their projects and worked together to put together a draft six-year Capital Expenditure Plan. This plan was then presented to the CEC for review in September 2016. At that time, the CEC then proceeded to hear presentations and review the merits of projects contained within that plan. The projects proposed for FY2018 are explained in detail in this report, and listed in Article 20 of this Warrant. The draft of proposed projects for years FY2019 through FY2023 will be provided in a handout at Annual Town Meeting as a subsection to the budget summary booklet.

The Jenks Trail / SRTS Improvements project for \$57,000 was referred to the Community Preservation Committee for funding in whole or in part based on eligibility. The Skate Park Rehabilitation project was recommended to be removed from the 6-year plan, but the Community Preservation Committee voted to fund it.

CEC also voted to defer three (3) other projects from FY2018 and move them either off the 6-year plan completely, or to a future fiscal year. These items are:

Lantern Lane Pedestrian Bridge	\$150,000	Deferred to a future year
Job Lane Playground Rehabilitation	\$105,264	Deferred to a future year
Heating Systems for the Fire Station	\$158,610	Removed from 6-year plan
Total	\$413,874	

Through the CEC assessment and rating process, forty-two (42) items totaling \$7,560,507 are recommended for funding from the following sources:

1. For projects 18-01 through 18-34, \$2,271,217 to be funded through the tax levy or available funds;
2. For project 18-35, \$197,823 transferred from Article 11 of the 2015 ATM (Bedford Street Sewer Main Project), \$228,363 applied from the Bond Premium received from the February 23, 2017 Bond sale, and \$128,923 funded through a bond authorization; and

3. For projects 18-36 through 18-40, \$3,098,221 to be funded through bond authorizations.

The Road Resurfacing and Jenks Trail Improvement projects total \$1,635,960, representing funding for capital projects from Operating Budget/Chapter 90 and Community Preservation funds, respectively.

All of the debt service costs for the projects funded through bond authorizations will be reflected in future Town principal and interest budgets. The remaining items or projects originally requested and not being recommended for funding this year may be: deferred until a later year, or removed from consideration, or deemed operating capital, or have been funded through alternative sources.

Project	Project Description						Appropriation	
18-01	<u>Fire Department Air Compressor for Self-Contained Breathing Apparatus</u> Funding for this project would replace a breathing-air compressor at the Fire Station, utilized to fill self-contained breathing apparatus for firefighting. The current unit was purchased in 1998.						\$51,000	
18-02	<u>Fire Department Rescue System II –Jaws of Life and Airbag Replacement</u> Funding for this project would replace the Jaws of Life and Airbag system purchased in 2003, which has a 15 year life expectancy.						\$55,273	
18-03	<u>Underground Fuel Tank Rehabilitation and Reinforcement</u> The Town's four underground fuel tanks will be approaching the end of their estimated useful lifespan. An alternative to removing and replacing underground tanks is to have the interiors reinforced with a fiberglass liner. This will be significantly cheaper than removing and installing new tanks. A fiberglass liner will provide an additional 20 years. All piping will also be replaced. Replacing these tanks would be approximately \$260,000						\$75,380	
18-04	<u>Vehicles and Equipment Replacement</u> The procurement and upkeep of major equipment and the vehicle fleet is a major factor in the Town’s ability to provide quality services. All equipment is evaluated to ensure a cost effective approach to equipment retirement versus ongoing maintenance and repairs. Below is a vehicles list proposed for replacement in FY2018, with the final priority determined by the Public Works Director when funding becomes available.						\$274,000	
	ID	Year	Mileage as of 2/1/17	Dept.	Description	Use		Cost to Replace
	M2	2007	50,278	DPW Mechanical	Pickup Truck with Utility Body	Mechanical Maintenance		\$48,200
	G1	2009	88,788	DPW Grounds	Pickup Truck	Grounds Operations Manager		\$34,100
	S2	2009	77,999	DPW Sewer	Pickup Truck with Utility Body and Crane	Sewer System Maintenance		\$70,300
	B3	2008	81,442	Facilities Dept.	Service Van	Facilities Maintenance		\$33,200
	P2	2014	76,089	Police Dept.	Ford Explorer SUV	Marked Police Vehicle		\$46,100

	P10	2008	135,310	Police Dept.	Ford Explorer SUV	Unmarked Police Vehicle	\$42,100	
18-05	<u>Schools Flooring – Carpeting and Base Molding Replacement</u> Funding for this project would replace carpet, vinyl composition tile (VCT), and base molding in all four public schools.							\$50,000
18-06	<u>Fire Department Hose Replacement for Engines</u> Funding for this project would replace a 4" supply hose for fire engines.							\$17,955
18-07	<u>Police Department Mobile Radio Replacement</u> Funding for this project would replace 4 mobile radios purchased in 2004 and 2005.							\$15,400
18-08	<u>Davis School Additions Feasibility Study / Schematic Design</u> Funding for this project would allow for a feasibility study to determine options to solve space needs at the Davis School. It is anticipated that at the Fall 2017 Special Town Meeting, a request for \$350,000 will be made for design development, construction architecture & engineering services for an addition at the Davis school to meet the increase in enrollment.							\$98,000
18-09	<u>Fire Department Air Compressor and Piping</u> Funding for this project would replace an air compressor and piping that charges the air brakes on the fire trucks. The current unit has reached its life expectancy and is failing.							\$12,240
18-10	<u>Schools Interior Painting</u> Funding for this project would allow interior painting at all four schools.							\$50,000
18-11	<u>Fire Station Electrical Panel Upgrade and Replacement</u> Funding for this project would replace the electrical panel at the Fire Station. The current panel is corroded.							\$8,670
18-12	<u>Public Safety Dispatch Logging Recorder Replacement</u> Funding for this project would allow the Police Department to replace its main server, which was installed in 2010.							\$13,532
18-13	<u>Middle School Interior Auditorium Lighting Replacement</u> Funding for this project would replace the lights and light fixtures in the John Glenn Middle School Auditorium. Current light fixtures are changed from a small crawl space above the auditorium ceiling, posing a safety hazard to the technician.							\$60,000
18-14	<u>Fire Station Washer/Extractor Replacement</u> Funding for this project would replace the washer/extractor used for cleaning firefighter gear. Clean fire gear is critical to proper decontamination and to maintaining the integrity of the protective fabric. The current machine is nearing the end of its life expectancy and is experiencing water backup.							\$15,300
18-15	<u>Police Department Thermal Imager</u> Funding for this project would replace a current hand-held unit and purchase a vehicle-mounted unit, allowing for thermal imaging capability for law enforcement officers. These units would give them the ability to see in complete darkness and would aid in capturing evasive suspects, locating lost or missing persons, and observing suspicious activity.							\$16,444
18-16	<u>Town IT Equipment & Systems Annual Replacement and Renewal</u> Funding for this project would allow for the annual replacement and renewal of the Town's IT systems and equipment.							\$111,304

18-17	<u>Schools IT Systems Annual Replacement and Renewal</u> Funding for this project would allow for the annual IT systems renewal and replacement, network upgrades, and wireless systems for the public schools. This year's schedule includes the replacement of smartboard equipment, PC/Laptops, and departmental equipment.	\$445,200
18-18	<u>GIS Aerial Photography (Planimetrics)</u> Funding for this project will supplement revisions to the original 1999 photos since significant site changes to buildings, utilities, and vegetated areas have occurred since then. The Town obtained new aerial photos in the spring of 2015. The photos will be digitized to update the data layers (planimetrics) in the GIS system.	\$183,600
18-19	<u>Library HVAC Study and Design</u> Funding for this project would substantiate the need to replace equipment that is beyond its life expectancy, including a compressor, gas boilers, chiller tank, and 3 1988 three phase 5 HP motors.	\$61,200
18-20	<u>Police Department Locker Rooms Security Card Reader Installation</u> Funding for this project would allow the installation of a card reader/keypad on the women's and men's locker rooms at the Police Station. This will restrict access in these two areas of the building.	\$10,000
18-21	<u>Davis & Lane Schools Gym Floor Re-Finishing</u> Funding for this project would allow the stripping, re-lining, and re-finishing of the gym floors at the Davis School and the Lane School.	\$40,500
18-22	<u>Library Unused Oil Tank and Boiler Removal</u> Funding for this project would allow for the removal of an old, unused boiler system taking up storage space. The Bedford Fire Department also requested that the oil tank be removed.	\$15,300
18-23	<u>School Photocopier Replacements</u> Funding for this project would allow the public schools to replace copiers that have reached the end of their useful lives.	\$48,454
18-24	<u>Facilities Sidewalks Snow Removal Tractor</u> Funding for this project would allow for the purchase of a tractor utilized for snow removal of building sidewalks.	\$50,000
18-25	<u>Springs Brook Park Asphalt Shingled Roofing Renewal</u> Funding for this project would allow for the renewal of asphalt shingled roofing at Springs Brook Park. The roof covering is comprised of asphalt strip shingles over asphalt felt sheathing paper.	\$27,632
18-26	<u>High School Track and Field Pole Vault Mat Replacement</u> Funding for this project would be utilized to replace the current track and field pole vault and high jump mat systems. These units were purchased used from another district approximately 6 years ago and are approximately 12 years old. Their condition is deteriorating and has reached the end of its useful life.	\$22,525
18-27	<u>DPW Seasonal Storage Site Hardscape Improvements</u> Funding for this project would allow for the reconstruction of and improvement to the Seasonal Storage site on Carlisle Road.	\$170,471
18-28	<u>Concord River Boat Landing Dock Replacement</u> Funding for this project would replace the existing docks at the Concord River boat landing off of Carlisle Road.	\$7,500
18-29	<u>Davis and Lane School Gyms Acoustic & PA System Installation</u>	\$120,000

	Funding for this project would be used to purchase acoustical and PA system needed for the Davis School and Lane School gyms, to be used for assemblies and sport events. There is no system currently installed at those schools.																									
18-30	<u>Fire Station Exterior Doors Replacement</u> Funding for this project would replace the exterior doors, frames, and hardware at the Fire Station that are beyond repair.	\$25,000																								
18-31	<u>Town Photocopier Replacement</u> Funding for this project would allow for the replacement of photocopiers in Town departments. Besides producing copies, the copiers serve as network printers and scanners, and provide advanced finishing options for document production. In general, the copiers are used until their useful-functional lifespan is reached. Older machines may be rotated to secondary locations.	\$5,000																								
18-32	<u>Library Entrance Heaters Replacement</u> Funding for this project would allow for the replacement of the entrance heaters at the Library. Patrons and staff complain about cold drafts, because the automatic doors allow cold air to enter the lobby area in the winter.	\$20,910																								
18-33	<u>Athletic Field Fencing</u> Funding for this project would provide for sports field perimeter fencing for various locations, to be determined by staff.	\$76,500																								
18-34	<u>Fire Station Copper Gutters and Downspouts Repair</u> Funding for this project would repair damaged copper gutters and downspouts at the Fire Station.	\$16,927																								
18-35	<u>Middlesex Turnpike Water Main Replacement (Partial Bond Authorization)</u> As part of the last phase of the Middlesex Turnpike Transportation Improvement Project, the 10-inch diameter water main will be replaced with a 12-inch line. There have been repeated water main breaks of the old cast iron main, and the new ductile iron pipe should avoid failures and address required future fire flows.	\$555,109																								
18-36	<u>DPW Large Dump Truck Replacement (Bond Authorization)</u> Funding for this project would provide funds to purchase required equipment as defined in the "Ten Year Municipal Equipment Retirement Program." The upkeep of the Town's major equipment and vehicular fleet at a high level of efficiency and readiness is of major importance to DPW's capability to provide a high level of services. All equipment is constantly being evaluated to determine the optimum retirement life. Through careful planning, an effort is made to prevent numerous items from landing in a single year and to spread replacement costs over time as evenly as possible. This year, the following two replacements are requested: <table><tr><td></td><td></td><td>Mileage as of 2/1/17</td><td></td><td></td><td></td></tr><tr><td>ID</td><td>Year</td><td></td><td>Dept.</td><td>Description</td><td>Use</td></tr><tr><td>W11</td><td>2001</td><td>52,450</td><td>Water Dept.</td><td>International Dump Truck</td><td>Heavy Maintenance</td></tr><tr><td>G7</td><td>2003</td><td>45,961</td><td>Grounds Dept.</td><td>International Dump Truck</td><td>Heavy Maintenance</td></tr></table>			Mileage as of 2/1/17				ID	Year		Dept.	Description	Use	W11	2001	52,450	Water Dept.	International Dump Truck	Heavy Maintenance	G7	2003	45,961	Grounds Dept.	International Dump Truck	Heavy Maintenance	\$473,814
		Mileage as of 2/1/17																								
ID	Year		Dept.	Description	Use																					
W11	2001	52,450	Water Dept.	International Dump Truck	Heavy Maintenance																					
G7	2003	45,961	Grounds Dept.	International Dump Truck	Heavy Maintenance																					
18-37	<u>Water Tank Refurbishment (Bond Authorization)</u> Funding for this project would make interior improvements to the Town's three water storage tanks at Crosby Drive, Pine Hill Road, and Reeves Road. Maintaining the infrastructure of its three water storage tanks is a federal mandate.	\$818,407																								
18-38	<u>Police Station Schematic Design Services (Bond Authorization)</u>	\$255,000																								

	Funding for this project would allow for schematic and design services for an addition/renovation to the Police Station. The current facility is space constrained.	
18-39	<u>Lane School Parking Lot and Circulation Improvement (<i>Bond Authorization</i>)</u> Funding for this project would allow parking lot and circulation improvements for buses and parent drop-off at the Lane School, which currently causes backups on Sweetwater Ave causing hazardous conditions.	\$300,000
18-40	<u>Water Meter Replacement Program (<i>Bond Authorization</i>)</u> Funding for this project would replace the approximately 4,000 water meters in Town, which were last replaced in the early 1990s, and are past their 20-year lifespan for accurate recording of water usage. The new meters will be able to automatically download as the Water System operator drives by the property. This reduces the need to enter onto private property and the possibility of misreads, while also providing more accurate billing.	\$1,251,000
TOTAL RECOMMENDED REQUESTS		\$5,924,547

The following table shows a capital expenditures historical perspective for five fiscal years based on capital requests of the various School and Town departments.

	Actual FY2014	Actual FY2015	Actual FY2016	Actual FY2017	Originally Requested FY2018	Revised FY2018
Total funding requested	\$6,066,783	\$9,178,841	\$11,216,419	\$10,688,072	\$8,424,922	\$7,560,507
Funded through tax levy or available funds	\$1,043,442	\$1,458,644	\$2,532,601	\$2,339,836	\$3,083,091	\$2,271,217
Tax Levy impact as a percent of total funding requested	17.2%	15.9%	22.6%	21.9%	36.6%	30.0%

The Fiscal Year 2018 review process has been completed. Forty-eight (48) requests totaling \$8,424,922 from School and Town departments were originally presented to the CEC. However, adjustments were made as the CEC met with individual Town and School departments, and resulted in the revised total of funding requests becoming \$7,560,507.

Capital Expenditures over the Next Five Years

As indicated above, the proposed projects for years Fiscal Year 2019 through Fiscal Year 2023 will be provided at Annual Town Meeting as a subsection to the budget summary booklet. Below are the planned amounts for each fiscal year, inclusive of all projects.

Respectfully submitted,

<i>Category</i>	Proposed FY2019	Proposed FY2020	Proposed FY2021	Proposed FY2022	Proposed FY2023
School Buildings	\$4,850,000	\$4,500,000	\$0	\$0	\$0
Other School Projects	<u>\$1,309,023</u>	<u>\$1,127,917</u>	<u>\$1,575,902</u>	<u>\$1,764,782</u>	<u>\$1,845,071</u>
Schools Total	\$6,159,023	\$5,627,917	\$1,575,902	\$1,764,782	\$1,845,071
Fire Equipment	\$245,270	\$188,514	\$55,273	\$35,700	\$28,962
Police Equipment	<u>\$401,550</u>	<u>\$6,000</u>	<u>\$0</u>	<u>\$142,669</u>	<u>\$12,059</u>
Public Safety Total	\$646,820	\$194,514	\$55,273	\$178,369	\$41,021
Heavy Fire Vehicles	\$600,005	\$582,653	\$0	\$0	\$0
Heavy DPW Vehicles and Equipment	<u>\$0</u>	<u>\$236,907</u>	<u>\$561,608</u>	<u>\$0</u>	<u>\$236,907</u>
Heavy Vehicle Total	\$600,005	\$819,560	\$561,608	\$0	\$236,907
Finance / Town Information Technology	\$139,463	\$174,324	\$137,972	\$156,900	\$124,000
Town Building Infrastructure and other Town Facility Work	\$610,139	\$2,351,473	\$1,190,124	\$1,608,037	\$762,253
Building Additions	<u>\$2,817,750</u>	<u>\$0</u>	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$12,000,000</u>
Facilities Total	\$3,427,889	\$2,351,473	\$2,190,124	\$1,608,037	\$12,762,253
Water	\$874,133	\$39,305	\$829,054	\$973,080	\$800,000
Sewer	\$505,267	\$368,424	\$0	\$456,198	\$0
Road Resurfacing	\$1,771,210	\$1,750,735	\$1,851,596	\$1,944,423	\$2,106,187
Other	\$4,347,319	\$2,264,714	\$1,026,308	\$460,528	\$1,706,000
Vehicle and Equipment Replacement	<u>\$318,064</u>	<u>\$451,433</u>	<u>\$349,126</u>	<u>\$351,647</u>	<u>\$525,003</u>
DPW Total	\$7,815,993	\$4,874,611	\$4,056,084	\$4,185,876	\$5,137,190
GRAND TOTAL	\$18,789,193	\$14,042,399	\$8,576,963	\$7,893,964	\$20,146,442

Antonio Battaglia, *Chair*

Mary Ellen Carter

Brian Bartkus

Eric Dahlberg

James O'Neil (resigned January 2017)

Barbara Perry

William Moonan, *Selectmen Representative*

Paul Mortenson, *Finance Committee Representative*

Dan Brosgol, *School Committee Representative*

Warrant for 2017 Annual Town Meeting

To any of the Constables of the Town of Bedford in the County of Middlesex.
Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Bedford, qualified to vote at Town Meeting for the transaction of Town affairs, to meet in said Town in the Bedford High School Auditorium, Monday, March 27, 2017 at 7:30 p.m. then and there to vote upon the following articles:

Article 1 *Reports of Town Officers and Committees*

To hear and act upon the reports of Town officers and committees.

This article provides for officers and committees so instructed to report to Town Meeting their progress or recommendations.

Article 2 *Debate Rules*

To determine whether the Town will vote to adopt the following procedure for the current Annual Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

pass any vote or take any action relative thereto.

This article proposes time limitations on presentations and debate of articles before this Town Meeting.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 3 *Consent Article*

To determine whether the Town will vote to:

- A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2017 in accordance with the provisions of M.G.L., Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of M.G.L., Chapter 44, Section 17, as may be appropriate;

- B. Raise and appropriate the sum of \$65,000 for an audit of Fiscal Year 2017 and related services;
- C. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax exemption of \$500.00 for the elderly so as to increase the gross receipts limitations to \$20,000.00 for a single person and \$30,000.00 for married persons and so as to increase the whole estate limitations to \$40,000.00 for a single person and \$55,000.00 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00, effective in the Fiscal Year 2018;
- D. Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the amount of property tax exemptions by 100% for persons who qualify for said exemptions under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the Fiscal Year 2018;
- E. Authorize the Selectmen, during Fiscal Year 2018, to accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests;

pass any vote or take any action relative thereto.

Sections A-E of this article has been regularly voted by past Town Meetings. Section A would authorize short-term borrowing in anticipation of revenue. Section B would appropriate funds for the Fiscal Year 2017 audit.

Section C proposes that the Town accept a state law provision that permits adjustment in Fiscal Year 2018 to the eligibility age permitted, gross receipts and whole estate limits set forth in Massachusetts General Laws pertaining to an existing elderly property tax exemption. This same provision has been approved by Town Meeting each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemption to be available. If this section is not adopted, the exemptions levels would return to Fiscal Year 2003 levels. At that time, property owners could qualify for the exemptions if they were 70 years old, had income (gross receipts) not more than \$13,000 for a single person and \$15,000 combined for two married people, and had combined assets (whole estate) of not more than \$28,000 for a single person and \$30,000 combined for two married people. Under this proposed article, the income limit would be increased to \$20,000 for a single person and \$30,000 combined for two married people, and the asset limit could be increased up to \$40,000 for a single person and \$55,000 combined for two married people. These are the maximums permitted under the law allowing property tax exemptions. Persons who qualified for exemptions in Fiscal Year 2003 were eligible for a maximum exemption of \$500. If Section C is approved as written, the exemption would increase 100% resulting in a maximum exemption of \$1,000. In Fiscal Years 2004 and 2005 the exemption was increased by only 50% resulting in a maximum exemption of \$750. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2018.

Section D proposes that the Town accept a state law provision that allows for increases in all property tax exemptions currently granted by the Town. This same provision has been approved by Town Meeting for each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemptions to be available. If Section D is not adopted, the exemptions levels would return to Fiscal Year 2003 levels which at that time were as follows: Clause 17D allowed an exemption of up to \$175 for surviving spouses or minor children occupying a property; Clauses 22, 22A, 22B, 22C, 22D, and 22E allowed veterans exemptions of various types and amounts between a maximum of \$400 and \$2,500; Clause 37A allowed an exemption of up to \$500 for a blind person owning and occupying a property. Each clause has certain eligibility requirements that must be satisfied to receive the exemption and only one type of exemption can be granted for each property. If Section D is adopted, a uniform percentage increase of 100% would be applied to all of the exemptions. In Fiscal Years 2004 and 2005 the exemptions were

increased by only 50%. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2018.

Section E proposes to delegate to the Selectmen on behalf of the Town to accept any and all easements for sidewalks, trails, drainage, and other utility purposes during Fiscal Year 2018. Massachusetts General Laws otherwise require that Town Meeting accept any interest in real property including easements. In the course of the year, easements on private property are often required to implement sidewalk, trails, road, and drainage improvements. Providing the Selectmen with the authority to accept easements will expedite planning and implementation of projects.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Residential Tax Impact:	\$1.06

Article 4 ***Bills of Prior Year***

To determine whether the Town will vote to appropriate, and transfer from available funds or otherwise provide a sum of money to pay for, services rendered or goods received in a previous year; pass any vote or take any action relative thereto.

This article provides for the payment of bills that were not received in time for payment in prior fiscal years.

RECOMMENDATIONS

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

Article 5 ***UMass Boston Study for Bedford Senior Needs Assessment***

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$35,000 or any other sum for conducting a community needs assessment for Bedford residents age fifty-five and over, pass any vote or take any action relative thereto.

This article proposes to appropriate \$35,000 for the Council on Aging with the assistance of Center for Social & Demographic Research at the University of Massachusetts, Boston to conduct a community needs assessment of residents age fifty-five (55) and over. The results of the assessment will be used for the Council on Aging to develop and implement a strategic plan for serving Bedford's senior population.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Residential Tax Impact:	\$0.57

Article 6 ***General Bylaw Amendment - Revolving Funds***

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford by adding the following new Section in Article 13, Finances, entitled “Revolving Funds” so as to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, Section 53E½:

ARTICLE 13. FINANCES, 13.4 REVOLVING FUNDS

13.4 Purpose

This bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Laws Chapter 44, Section 53E½.

13.4.1 Expenditure Limitations

A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

- A.** Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
- B.** No liability shall be incurred in excess of the available balance of the fund.
- C.** The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Selectmen and Finance Committee.

13.4.2 Interest.

Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

13.4.3 Procedures and Reports.

Except as provided in Massachusetts General Laws Chapter 44, Section 53E½ and this bylaw, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

13.4.4 Authorized Revolving Funds.

13.4.4.1 Board of Library Trustees Revolving Fund

- 13.4.4.1.1 Fund Name.** There shall be a separate fund called the Board of Library Trustees Revolving Fund for the use of the Board of Library Trustees.

13.4.4.1.2 Revenues. The Town Accountant shall establish the Board of Library Trustees Revolving Fund as a separate account and credit to the fund all of the charges for lost or damaged library materials or cards, and late fines, charged and received by the Board of Library Trustees, to the extent that fines and charges exceed \$17,000 for the fiscal year, in connection with the operation of the Bedford Free Public Library.

13.4.4.1.3 Purposes and Expenditures. During each fiscal year, the Board of Library Trustees may incur liabilities against and spend monies from the Board of Library Trustees Revolving Fund for the purchase of library materials in connection with the operation of the Bedford Free Public Library.

13.4.4.1.4 Fiscal Years. The Board of Library Trustees Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

13.4.4.2 Conservation Commission Revolving Fund

13.4.4.2.1 Fund Name. There shall be a separate fund called the Conservation Commission Revolving Fund for the use of the Conservation Commission.

13.4.4.2.2 Revenues. The Town Accountant shall establish the Conservation Commission Revolving Fund as a separate account and credit to the fund all of the consultant fees charged and received by the Conservation Commission from permit applicants in connection with the work of the Conservation Commission (to the extent not otherwise subject to Massachusetts General Laws Chapter 44, Section 53G).

13.4.4.2.3 Purposes and Expenditures. During each fiscal year, the Conservation Commission may incur liabilities against and spend monies from the Conservation Commission Revolving Fund for the purchase of consultant services in connection with fulfillment of the work of the Conservation Commission (to the extent not otherwise subject to Massachusetts General Laws Chapter 44, Section 53G).

13.4.4.2.4 Fiscal Years. The Conservation Commission Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

13.4.4.3 Depot Park Revolving Fund

13.4.4.3.1 Fund Name. There shall be a separate fund called the Depot Park Revolving Fund for the use of the Selectmen.

13.4.4.3.2 Revenues. The Town Accountant shall establish the Depot Park Revolving Fund as a separate account and credit to the fund all of the fees and revenue charged and received by the Selectmen in connection with the operation of Depot Park.

13.4.4.3.3 Purposes and Expenditures. During each fiscal year, the Selectmen may incur liabilities against and spend monies from the Depot Park Revolving Fund for maintenance and improvements and for purchasing equipment, supplies, and services in connection with the operation of Depot Park.

- 13.4.4.3.4 Fiscal Years.** The Depot Park Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

13.4.4.4 Old Town Hall and Town Center Revolving Fund

- 13.4.4.4.1 Fund Name.** There shall be a separate fund called the Old Town Hall and Town Center Revolving Fund for the use of the Selectmen.
- 13.4.4.4.2 Revenues.** The Town Accountant shall establish the Old Town Hall and Town Center Revolving Fund as a separate account and credit to the fund all of the fees and revenue charged and received by the Selectmen in connection with operation of Old Town Hall and Town Center.
- 13.4.4.4.3 Purposes and Expenditures.** During each fiscal year, the Selectmen may incur liabilities against and spend monies from the Old Town Hall and Town Center Revolving Fund for the operation and maintenance of Old Town Hall and Town Center, including utility expenses and purchasing equipment, supplies, and services.
- 13.4.4.4.4 Fiscal Years.** The Old Town Hall and Town Center Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

13.4.4.5 Department of Public Works Refuse and Recycling Revolving Fund

- 13.4.4.5.1 Fund Name.** There shall be a separate fund called the Department of Public Works Refuse and Recycling Revolving Fund authorized for the use of the Department of Public Works.
- 13.4.4.5.2 Revenues.** The Town Accountant shall establish the Department of Public Works Refuse and Recycling Revolving Fund as a separate account and credit to the fund all of the revenue charged and received by the Department of Public Works in connection with the refuse collection and recycling program.
- 13.4.4.5.3 Purposes and Expenditures.** During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Department of Public Works Refuse and Recycling Revolving Fund for any expenses related to said refuse collection and recycling program, including collection and disposal costs, the purchase of refuse carts, recycling bins, and compost bins, educational mailings, and postage.
- 13.4.4.5.4 Fiscal Years.** The Department of Public Works Refuse and Recycling Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

13.4.4.6 Facilities Department Energy Revolving Fund

- 13.4.4.6.1 Fund Name.** There shall be a separate fund called the Facilities Department Energy Revolving Fund authorized for the use of the Facilities Department.

13.4.4.6.2 Revenues. The Town Accountant shall establish the Facilities Department Energy Revolving Fund as a separate account and credit to the fund all of the revenue generated from or received by the Facilities Department in connection with utility incentives for the purchase and resale of energy.

13.4.4.6.3 Purposes and Expenditures. During each fiscal year, the Facilities Department may incur liabilities against and spend monies from the Facilities Department Energy Revolving Fund for the purchase of energy and energy conservation efforts.

13.4.4.6.4 Fiscal Years. The Facilities Department Energy Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

13.4.4.7 Board of Health Revolving Fund

13.4.4.7.1 Fund Name. There shall be a separate fund called the Board of Health Revolving Fund authorized for the use of the Board of Health.

13.4.4.7.2 Revenues. The Town Accountant shall establish the Board of Health Revolving Fund as a separate account and credit to the fund all of the monies, gifts, and fees charged and received by the Board of Health from public health programs, such as clinics sponsored by the Board of Health.

13.4.4.7.3 Purposes and Expenditures. During each fiscal year, the Board of Health may incur liabilities against and spend monies from the Board of Health Revolving Fund for public health programs by the Board of Health (including sponsored clinics) and related programs, such as medical services.

13.4.4.7.4 Fiscal Years. The Board of Health Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

This article proposed to establish a new provision within the Town's General Bylaws to permanently authorize certain revolving funds that in the past were required by Massachusetts General Laws to be reauthorized annually. A recent change in the law permits municipalities to adopt bylaws that establish the revolving funds and eliminate the requirement to annually reauthorize each revolving fund.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 7 ***Revolving Funds Expenditure Limits***

To determine whether the Town will vote to set Fiscal Year 2018 total expenditure limitations for the Revolving Funds authorized under Article 6 of this Warrant as follows:

Revolving Fund	Not to Exceed Expenditure Limit
Board of Library Trustees Revolving Fund	\$25,000
Conservation Commission Revolving Fund	\$100,000
Depot Park Revolving Fund	\$100,000
Old Town Hall and Town Center Revolving Fund	\$150,000
Department of Public Works Refuse and Recycling Revolving Fund	\$100,000
Facilities Department Energy Revolving Fund	\$100,000
Board of Health Revolving Fund	\$35,000

pass any vote or take any action relative thereto.

This article would establish the Fiscal Year 2018 expenditure limits for the Town's revolving funds authorized under Article 6.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Recommendation to be given at Annual Town Meeting

Article 8 ***General Bylaw Amendment - Demolition Delay***

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 57 – Demolition Delay as follows:

57.2 Definitions

Current text:

Significant Building c)

The building, or area within which it is located, is recommended for listing in the National Register of Historic Places, based on the Community-wide Historic Properties Survey, June 1998; or

Proposed Text:

Significant Building c)

The building, or area within which it is located, is recommended for listing in the National Register of Historic Places, based on the latest edition of “Historic Properties and Neighborhoods of Bedford, Massachusetts (e.g., 3rd Edition, 2015), or

57.4 Procedure

Current Text: Third Paragraph, Last Sentence

The Commission shall within fifteen (15) days after receipt of the application, make a determination of whether the building is significant.

Proposed Text: Third Paragraph, Last Sentence

The Commission shall at its next meeting (provided that notice is received at least 2 business days prior to such meeting), or within 30 days after receipt of the application (whichever occurs first), make a determination of whether the building is significant.

57.4 Procedure

Current Text: Sixth Paragraph, Last Sentence

If agreed to in writing by the applicant, the determination of the Commission may be postponed and/or the public hearing may be continued to a later date.

Proposed Text: Sixth Paragraph, Last Sentence

If agreed to by the applicant, the determination of the Commission may be postponed and/or the public hearing may be continued to a later date. The Commission may condition continuance upon the applicant agreeing to have its application dismissed or withdrawn due to repeated failure by the applicant to appear in support of the application in three (3) continued sessions of the public hearing. Such failure will result in dismissal of that application and in such cases a new application will be required to restart the process.

This article proposes to amend an existing article within the Town's General Bylaws pertaining to Demolition Delay. The first proposed amendment would update the reference document used to determine whether a building proposed for demolition is considered significant and subject to the provisions of the bylaw. The second proposed amendment would increase the time period that the Historic Preservation Commission has for making a determination on significance from fifteen (15) days to thirty (30) days. The third proposed amendment would allow the Historic Preservation Commission to add a condition to a hearing postponement or continuance that the application would be considered dismissed or withdrawn if the applicant fails to appear in support of the application after three (3) continued sessions of the public hearing.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting

Article 9

General Bylaw Amendment - Sewer System - New Connections

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford under Article 51 – Sewer System as follows:

51.10 Calculation of Assessment

add a new section:

d) Each motel, hotel or extended stay facility shall be assessed as one third (1/3) of a sewer unit per reservable room.

51.12 Connection in Lieu of Betterment

Change reference to “Section 52.9” to read “Section 51.9”.

51.13 New Connections

Current text:

Where any property not previously bettered is connected to the public sewer, the Town shall charge a connection fee for one sewer unit in an amount equal to the betterment assessment under Section 52.9.

Proposed text:

Where any property not previously bettered or where a new building is connected to the public sewer where no previous building existed, the Town shall charge a connection fee in an amount equal to the betterment assessment under Section 51.9

51.15 Undeveloped Land

Change reference to “Section 52.10” to read “Section 51.10”.

51.16 Building Sewers and Installation

Change reference to “Section 52.21” to read “Section 51.21” and change reference to “Section 52.16” to read “51.16”.

51.21 Penalties

Change reference to “Article 52” to read “Article 51” and change reference to “Section 52.11” to read Section “51.11”.

This article proposes to amend the General Bylaws so as to add a section to collect sewer connection fees for new hotels and motels and to clarify when such fees are appropriate. The current bylaw does not specify a fee schedule for these facilities. Under DEP Title V Regulations (310 CMR 15), a hotel/motel room uses approximately one third of the amount of wastewater than of a single family residence.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 10***General Bylaw Amendment - Plastic Bag Reduction in Business Establishments***

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford with the addition of an Article 59 – Plastic Bag Reduction in Business Establishments as follows:

SECTION 1: Purpose and Intent

This bylaw is enacted for the purpose of eliminating the use of thin film single use plastic bags by all business establishments in the Town of Bedford. The production and use of thin film single use plastic checkout bags have significant impacts on the environment, including, but not limited to: contributing to pollution of the land environment; creating a burden to solid waste collection and recycling facilities; clogging storm drainage systems; causing the potential death of marine animals through ingestion and entanglement; and requiring the use of millions of barrels of crude oil nationally for their manufacture.

SECTION 2: Definitions

2.1 “Business establishment” means the following business uses as defined in Section 4.5 of the Bedford Zoning Bylaw: a retail store; supermarket and general department store; restaurant; and take out retail.

2.2 “Thin film single use plastic bags” means bags, typically with plastic handles, with a thickness of 2.5 mils or less and which are intended for single use transport of purchased products purchased at a business establishment.

2.3 “Reusable bag” means a bag, with handles, that is specifically designed for multiple use and is made of thick plastic, cloth, fabric or other durable materials.

SECTION 3: Use Regulations

3.1 Effective October 1, 2017, thin film single use plastic bags shall not be distributed, provided, or sold for checkout or other purposes at any business establishment within the Town of Bedford.

3.2 Thin film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods and other similar merchandise, typically without handles, are permissible.

3.3 Customers are encouraged to bring their own reusable bags to stores. Business establishments are encouraged to provide reusable thick plastic, paper, fabric, or other types of bags.

SECTION 4: Enforcement

4.1 The Inspector of Buildings or his designee is hereby designated and authorized as the officer charged with the enforcement of this bylaw.

4.2 Penalty for Violation. Whoever violates any provision of this bylaw shall be punished by a fine not exceeding one hundred dollars (\$100.00) for each offense. Nothing contained herein shall preclude the Building Inspector from seeking equitable relief to enforce this bylaw.

4.3 Noncriminal Disposition. In addition to the procedure for enforcement as described above, the provisions of the bylaw may also be enforced by noncriminal disposition, as provided in Massachusetts General Laws, Chapter 40, Section 21D. The penalty for such violation shall be \$25.00 for the first offense, \$50.00 for the second offense, and \$100.00 for the third and each subsequent offense.

This article proposes to amend the Town's General Bylaws so as to establish a new provision for the purpose of reducing the use of single use plastic bags by retail stores, supermarkets, general department stores, restaurants, and take out retail business establishments in Bedford.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting

Article 11

Zoning Bylaw Amendment - Medical Marijuana Use

To determine whether the Town will vote to approve the following amendments to the Bedford Zoning Bylaw, relating to registered medical marijuana dispensaries:

Section 4.3 Institutional Uses and **Table I** are hereby amended to add the following new subsection:

4.3.10 Registered Marijuana Dispensary

1. Purpose: To provide for the placement of RMDs, in accordance with the Humanitarian Medical Use of Marijuana Act, G.L. c.94C, App. §1-1, et seq., in locations suitable for lawful medical marijuana facilities and to minimize adverse impacts of RMDs on adjacent properties, residential neighborhoods, historic districts, schools, playgrounds and other locations where minors congregate by regulating the siting, design, placement, security, and removal of RMDs.
2. Definitions: where not expressly defined in the Zoning Bylaws, terms used in the Bylaw shall be interpreted as defined in the Humanitarian Medical Use of Marijuana Act, G.L. c.94C, App. §1-1, et seq. and the Department of Public Health Regulations promulgated thereunder, 105 CMR 725.001, et seq., and otherwise by their plain language.

- a. Registered Marijuana Dispensary: also known as a Medical Marijuana Treatment Center, means a not-for-profit entity registered under 105 CMR 725.100, that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana-infused products (“MIPs”), tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

3. Location

- a. RMDs may be permitted in the Industrial C (IC) District pursuant to a Special Permit granted by the Planning Board.
- b. RMDs may not be located within 500 feet of the following:
 - (1) School, including a public or private elementary, vocational, or secondary school or a public or private college, junior college, or university
 - (2) Child Care Facility
 - (3) Library
 - (4) Playground
 - (5) Public Park
 - (6) Youth center
 - (7) Public swimming pool
 - (8) Video arcade facility or
 - (9) Similar facility in which minors commonly congregate

For these purposes, a place where children commonly congregate shall include: Dance schools; gymnastic schools; martial arts dojos; technical schools; facilities that offer tutoring or after school instruction; licensed daycare facilities (including private home daycare); parks that have play structures and athletic fields intended for use by children; accredited Headstart facilities; commercial establishments that host children's parties. This bylaw regulates intentional congregation of children, such as at schools, play structures, athletic fields, and the like, rather than incidental congregation of children, such as at ice cream parlors, pediatrics offices, and shopping venues, and the like. The applicant shall demonstrate compliance with buffer requirements under this regulation by provision of maps, and by an inventory of tenants and owners within the buffer, or by any other means the Planning Board might require. The buffer requirement applies to facilities in adjacent communities as well as facilities within Bedford. This requirement shall not apply to any existing RMD that predates the establishment of a new facility where children commonly congregate.
- c. The distance under this section is measured in a straight line from the nearest point of the property line of the protected uses identified in Section 4.b. to the nearest point of the property line of the proposed RMD.
- d. The distance requirement may be reduced by twenty-five percent or less, but only if:
 - (1) The applicant demonstrates that the RMD would otherwise be effectively prohibited within the municipality; and,
 - (2) The applicant demonstrates that the RMD will employ adequate security measures to prevent diversion of medical marijuana to minors who are not qualifying patients pursuant to 105 CMR 725.004.
- e. The distance requirement shall not apply where a permitted RMD exists prior to the establishment of one of the protected uses identified in Section 4.b within the buffer.

4. Submission Requirements: The Planning Board shall be the Special Permit Granting Authority (SPGA) for a RMD special permit.
 - a. Application: In addition to the materials required under Section 7.5 and Section 14.6 of this Bylaw, the applicant shall submit the following:
 - (1) A copy of its registration as an RMD from the Massachusetts Department of Public Health (“DPH”).
 - (2) A detailed floor plan of the premises of the proposed RMD that identifies the square footage available and describes the functional areas of the RMD, including areas for any preparation of MIPs.
 - (3) Detailed site plans that include the following information:
 - (a) Compliance with the requirements for parking and loading spaces, for lot size, frontage, yards and heights and coverage of buildings, and all other provisions of this Bylaw.
 - (b) Convenience and safety of vehicular and pedestrian movement on the site and for the location of driveway openings in relation to street traffic.
 - (c) Convenience and safety of vehicular and pedestrian movement off the site, if vehicular and pedestrian traffic off-site can reasonably be expected be substantially affected by on-site changes.
 - (d) Adequacy as to the arrangement and the number of parking and loading spaces in relation to the proposed use of the premises, including designated parking for home delivery vehicle(s), as applicable.
 - (e) Design and appearance of proposed buildings, structures, freestanding signs, screening and landscaping.
 - (f) Adequacy of water supply, surface and subsurface drainage and light.
 - (4) A description of the security measures, including employee security policies, approved by DPH for the RMD.
 - (5) A copy of the emergency procedures approved by DPH for the RMD.
 - (6) A copy of the policies and procedures for patient or personal caregiver home-delivery approved by DPH for the RMD.
 - (7) A copy of the policies and procedures for the transfer, acquisition, or sale of marijuana between the proposed RMD and another RMD or independent testing laboratory as required by DPH.
 - (8) A copy of proposed waste disposal procedures.
 - (9) A copy of the detailed written operating procedures as required by DPH in 105 CMR 725.105 and as otherwise required by other applicable law or regulation.
 - b. The Planning Board shall refer copies of the application to the Building Department, Fire Department, Police Department, Board of Health, Conservation Commission, and the Engineering Division of the Department of Public Works. These boards/departments shall review the application and shall submit their written recommendations. Failure to make recommendations within 35 days of referral of the application shall be deemed lack of opposition.
 - c. After notice and public hearing and consideration of application materials, consultant reviews, public comments, and the recommendations of other town boards and departments, the Planning Board shall act upon such a permit.
5. Special Permit Conditions on RMDs: The Planning Board shall impose conditions reasonably appropriate to improve site design, traffic flow, public safety, protect water quality, air quality, and

significant environmental resources, preserve the character of the surrounding area and otherwise serve the purpose of this section. In addition to any specific conditions applicable to the applicant's RMD, the Planning Board shall include the following conditions in any special permit granted under this By-Law:

- a. Hours of Operation, including dispatch of home deliveries.
 - b. The permit holder shall file a copy of any Incident Report required under 105 CMR 725.110(F) with the Inspector of Buildings, Police Chief, and the Planning Board within 24 hours of creation by the RMD. Such reports may be redacted as necessary to comply with any applicable state or federal laws and regulations.
 - c. The permit holder shall file a copy of any deficiency statement, plan of correction, summary cease and desist order, quarantine order, summary suspension order, order limiting sales, notice of a hearing, or final action issued by DPH or the Division of Administrative Law Appeals, as applicable, regarding the RMD with the Inspector of Buildings, Police Chief, and Planning Board within 48 hours of receipt by the RMD.
 - d. The permit holder shall provide to the Inspector of Buildings and Police Chief, the name, telephone number and electronic mail address of a contact person in the event that such person needs to be contacted after regular business hours to address an urgent issue. Such contact information shall be kept updated by the permit holder.
 - e. The special permit shall be limited to the current applicant and shall lapse if the permit holder ceases operating the RMD.
 - f. The special permit shall lapse upon the expiration or termination of the applicant's registration by DPH.
 - g. The permit holder shall notify the Inspector of Buildings, Police Chief, and Planning Board in writing within 48 hours of the cessation of operation of the RMD or the expiration or termination of the permit holder's registration with DPH.
6. Exemption from RMD Special Permit Requirement: RMDs that demonstrate that they are protected pursuant to the agricultural exemption under G.L. c.40A §3 are not required to obtain a special permit, but shall apply for Site Plan Approval pursuant to Section 7.5 of this Bylaw.
 7. Prohibition Against Nuisances: No use shall be allowed in a RMD which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive noise or vibration, flashes, glare, objectionable effluent or electrical interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area.

TABLE 1: USE REGULATIONS												
	Residential Districts					Business Districts			Industrial Districts			Site Plan Required
	R	A	B	C	D	LB	GB	C	IA	IB	IC	
4.3.10 Registered Marijuana Dispensary	N	N	N	N	N	N	N	N	N	N	SP	R

pass any vote or take any action relative thereto.

This Article proposes to amend the Zoning Bylaw so as to establish those zones in Bedford that would permit the use of a Registered Marijuana Dispensary (RMD). Such establishments are regulated by the Massachusetts Department of Public Health. They can include growing, processing and dispensing facilities. Several already exist in the state, including dispensaries in Lowell, Newton and Ayer. The Attorney General has issued an opinion, based on state law, that these uses cannot be totally prohibited by

towns. Zoning can be used to limit the location to certain areas. An applicant must also seek a letter of support or non-opposition from the Selectmen as a step toward state approval.

Without any specific provision for RMDs in the Zoning Bylaw, the dispensing facilities would be considered as a retail use, which is allowed in the Limited and General Business districts (centered along The Great Road). The proposal is to make RMDs allowable in the Industrial C District, which is in the Crosby Drive /Burlington Road/Middlesex Turnpike area, east of Route 3 and south of the Shawsheen River. The proposed bylaw establishes a requirement for a Planning Board special permit with information requirements, constraints and potential conditions that are designed to reinforce and supplement the state regulations.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting
Planning Board:	Approval Recommended

Article 12

Zoning Bylaw Amendment – Fence Height & Regulation

To determine whether the Town will vote to approve the following amendments to the Bedford Zoning Bylaw, relating to fence height:

Section 5 is hereby retitled to read “Accessory Uses **and Structures**”; and Section 5.2 is hereby adopted to read as follows:

5.2 Provisions for Accessory Structures

5.2.1 Fences

In all districts, fences 6’ or less in height are allowed by permit from the Inspector of Buildings pursuant to Section 14.2. Fences greater than 6’ in height shall require a special permit from the Board of Appeals.

Or pass any vote or take any action relative thereto.

This article proposes to amend the Zoning Bylaw by establishing a requirement that fences greater than six feet in height obtain a special permit from the Zoning Board of Appeals before issuance of a building permit for such a fence. This article arises from a complaint involving a situation where a resident erected a 3’ high extension on top of an existing 6’ high fence, and enforcement was requested. The Code Enforcement Director realized there was no language controlling the height of fences in the Zoning Bylaws. Further investigation uncovered what is known as the “Spite Fence” statute found in MGL Chapter 49. Section 21 of this statute reads “A fence or other structure in the nature of a fence which unnecessarily exceeds six feet in height and is maliciously erected or maintained for the purpose of annoying the owners or occupants of adjoining property shall be deemed a private nuisance. Any such owner or occupant injured in the comfort or enjoyment of his estate thereby may have an action of tort for damages under chapter two hundred and forty-three.” The current, but not always understood, process is that an application and plot plan should be submitted to the Code Enforcement Officer for any proposed fence, to ensure placement of the fence on the pertinent property, address any sight distance requirements where a fence is proposed along a street and/or address any conservation issues. Fences higher than 6’ also require a formal building permit under the State Building Code. The proposed additional step of a hearing with the Board of Appeals

will enable abutters to be notified of proposed fences taller than 6' and possibly circumvent subsequent spite fence issues.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting
Planning Board:	Approval Recommended

Article 13 ***Zoning Bylaw Amendment – Zoning Map***

To determine whether the Town will vote to approve the following amendment to the Zoning Bylaw, relating to the Zoning Map:

Section 2.2 Zoning Map

Current text:

Location and boundaries of the zoning districts shall be as shown on the following identified zoning maps as the same may be hereinafter amended, which maps are herein collectively referred to as The Zoning Map.

- Zoning Districts, Town of Bedford, Massachusetts, Prepared by Bedford Public Works, December 2008.
- Flood Plain District--The district includes all special flood hazard areas within the Town of Bedford designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Bedford are panel numbers 25017C0264F, 25017C0268F, 20517C0377F, 25017C0381F and 25017C0383F dated July 7, 2014; 25017C0269F, 25017C0288F, 25017C0382F and 25017C0384F dated July 6, 2016; and 25017C0401E dated June 4, 2010. The FIRMs and the accompanying Flood Insurance Study report dated July 6, 2016 are incorporated herein by reference and are on file with the Code Enforcement Department.
- Wetland District, Town of Bedford, July 2007 (Scale 1" = 200', consisting of 81 matched sheets, Index Sheet, and guidelines page and designated as Wetlands Maps, prepared by Bedford GIS), subject to delineation as required in Zoning Bylaw Section 2.3.6.

The Flood Plain/Wetland District is an overlay district whose boundaries and regulations are superimposed on the Residential, Business, and Industrial Districts established by this Bylaw. Said zoning maps are hereby made part of this Bylaw and are on file in the Office of the Town Clerk.

Proposed text:

Location and boundaries of the zoning districts shall be as shown on the following identified zoning maps ~~as the same may be hereinafter amended~~, which maps are part of the Bylaw and are ~~herein~~ collectively referred to as The Zoning Map. **The zoning maps are amended from time to time by action of Town Meeting. The last amendment dates are noted on the zoning maps.**

- Zoning Districts, Town of Bedford, Massachusetts, Prepared by Bedford Public Works, ~~December 2008~~.

- Flood Plain District--The district includes all special flood hazard areas within the Town of Bedford designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Bedford are panel numbers 25017C0264F, 25017C0268F, 20517C0377F, 25017C0381F and 25017C0383F dated July 7, 2014; 25017C0269F, 25017C0288F, 25017C0382F and 25017C0384F dated July 6, 2016; and 25017C0401E dated June 4, 2010. The FIRMs and the accompanying Flood Insurance Study report dated July 6, 2016 are incorporated herein by reference and are on file with the Code Enforcement Department.
- Wetland District, Town of Bedford, July 2007 (Scale 1" = 200', consisting of 81 matched sheets, Index Sheet, and guidelines page and designated as Wetlands Maps, prepared by Bedford GIS), subject to delineation as required in Zoning Bylaw Section 2.3.6.

The Flood Plain/Wetland District is an overlay district whose boundaries and regulations are superimposed on the Residential, Business, and Industrial Districts established by this Bylaw.

- **Hydrogeologic Zones for Bedford Water Supply Wells. See Section 13, Aquifer Protection Districts.**

~~Said zoning maps are hereby made part of this Bylaw and are on file in the Office of the Town Clerk.~~
pass any vote or take any action relative thereto.

This Article proposes to amend the Zoning Bylaw to clarify references to the maps that comprise the Zoning Map. It allows updated versions of some of the maps to be produced when Town Meeting has voted to approve the substance of the changes, without a further vote on the dated map. It includes in the list in Section 2 the map used for the Aquifer Protection Districts which are already described and regulated in Section 13.

RECOMMENDATIONS:

Selectmen:	Approval Recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting
Planning Board:	Approval Recommended

Article 14 ***Zoning Bylaw Amendment – Temporary Dwelling***

To determine whether the Town will vote to approve the following amendment to the Zoning Bylaw, relating to the accessory use of a temporary dwelling:

Section 5.1.8.2 Temporary Dwelling

Current text:

In all districts, the use of a trailer or mobile home as a temporary dwelling for not more than seven days in any calendar year shall be permitted but such use of a trailer or mobile home for more than seven days may be authorized by the Board by Special Permit subject to a reasonable time limit.

Proposed text:

In all districts, the use of a trailer or mobile home as a temporary dwelling **shall be permitted:**

- a) for not more than seven days in any calendar year ~~shall be permitted but such use of a trailer or mobile home for more than seven days;~~

b) where the owner or occupier of a residence which has been rendered uninhabitable by fire or other natural disaster resides in a trailer or mobile home on the site of such a residence, while the residence is being rebuilt, for a period not to exceed twelve months.

An extension of the time period for use of a trailer or mobile home as a temporary dwelling may be authorized by the Board of Appeals by Special Permit subject to a reasonable time limit. Any such trailer or mobile home use shall be subject to the provisions of the state sanitary code.

pass any vote or take any action relative thereto.

This Article proposes to amend the Zoning Bylaw to allow the use of an on-site temporary dwelling following the destruction of a residence in a disaster. This is consistent with state law and similar to other nearby towns' bylaws.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting
Planning Board:	Approval Recommended

Article 15

Land Transfer for Middlesex Turnpike Construction Mitigation

To determine whether the Town will vote to transfer the care, custody, management and control of two parcels owned by the Town of Bedford, located in the Town of Billerica, from the Bedford Selectmen to the Bedford Conservation Commission for conservation purposes pursuant to M.G.L. Chapter 40, Sections 8C and 15A, and other enabling law, and to further authorize the Bedford Selectmen and the Bedford Conservation Commission to take any additional actions as may be necessary or appropriate to effectuate the purpose of this article. Parcel 1 is more formally identified as Map 105, Lot 117 on the Billerica Assessors Plats and is shown as Parcel A on a plan entitled "Town of Bedford, Mass. Board of Selectmen, Land Taking for Additional Water Supply, Feb 1962" as Plan Number 737 of 1962 in the Middlesex North District Registry of Deeds. Parcel 2 is more formally identified as Map 107, Lot 2 on the Billerica Assessors Plats and is shown as Parcel B on said Plan; pass any vote or take any action relative thereto.

This article proposes to transfer the care, custody, management and control of two Town-owned parcels to the Bedford Conservation Commission. These parcels were originally purchased by the Town in 1963 for water supply to fulfill mitigation requirements of the Department of Environmental Protection as part of the Middlesex Turnpike/Crosby Drive Transportation Improvement Project. The parcels will preserve the corridor along the Shawsheen River and protect the adjacent blue heron rookery.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 16

Acceptance of MGL Provisions for Lower Municipal Speed Limits

To determine whether the Town will vote to accept Massachusetts General Laws Chapter 90, Section 17C, so as to allow the Selectmen, in the interest of public safety and without further authority, to establish a speed limit of 25 miles per hour on any roadway inside thickly settled or business district of the Town provided such way is not a state highway; and further to accept Massachusetts General Laws Chapter 90, Section 18B, so as to allow the Selectmen, in the interest of public safety and without further authority, to

establish designated safety zones on any way in the Town which is not a state highway, and with the approval of the Massachusetts Department of Transportation if the same is a state highway, said zones to have posted speed limits of 20 miles per hour; pass any vote or take any action relative thereto.

This article proposes to accept two provisions of newly adopted state law that allow municipalities the authority to lower speed limits in their communities.

In the first instance, the Selectmen would be authorized to adopt speed limits of 25 miles per hour in thickly settled areas or business districts. Massachusetts General Laws defines a thickly settled area as “the territory contiguous to any way which is built up with structures devoted to business, or the territory contiguous to any way where the dwelling houses are situated at such distances as will average less than two hundred feet between them for a distance of a quarter of a mile or over”.

In the second instance, the Selectmen would be authorized to establish Safety Zones where the speed limit would be set at 20 miles per hour. MassDOT advises that Safety Zones are intended to be used in areas where vulnerable road users are likely to be present. Examples of such areas are: parks and playgrounds, senior citizen housing and centers, hospitals or other medical facilities, high schools and higher education centers, and daycare facilities. Safety Zones are not be used in place of School Zones for streets adjacent to grades 1-8 schools.

To establish a Safety Zone, MassDOT has developed the following minimum criteria:

- *The street should be adjacent to a land use that is likely to attract vulnerable road users.*
- *The Safety Zone should contain one or more areas that have potential conflicts between motor vehicles and vulnerable road users that warrant a reduction in speeds such as crosswalks, driveways, or side streets.*
- *The minimum length of the Safety Zone should be at least 1/4 of a mile and it should not extend more than 500' beyond a side street unless an applicable land use continues along the adjacent block.*

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting

Article 17 ***Application of Bond Sale Premiums***

To determine whether the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; pass any vote or take any action relative thereto.

This article proposes to allow bond premiums received from prior bond issues to be used to reduce the amount that needs to be borrowed for projects previously authorized by Town Meeting.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 18
Rescind Bond Authorization for Portion of Bedford Street Sewer Force Main Project

To determine whether the Town will vote to rescind the \$970,851.44 balance of the \$4,459,851.28 borrowing authorized under Article 11 of the March 23, 2015 Town Meeting Warrant for sewer force main replacement, and any other costs incidental or related to such project, which is no longer required to complete the project for which it was authorized, pass any vote or take any action relative thereto.

This article proposes to rescind the remaining balance of the borrowing authorized under Article 11 of the 2015 Annual Town Meeting for the Bedford Street Sewer Force Main Improvement. This bond authorization was used to fund repair the remaining two sections of the main. The first section is 3,900 linear feet from the main Bedford Sewer Pump Station at 299 The Great Road to Westview Cemetery in Lexington. The second section is 4,280 linear feet from Eldred Street in Lexington to North Hancock Street in Lexington. The project for the sewer force main has been completed, and these funds are no longer needed.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 19
Acceptance of MGL Concerning Establishment of Special Injury Leave Indemnity Fund

To determine whether the Town will vote to accept the paragraph in Massachusetts General Laws Chapter 41, Section 111F that would allow the Town, notwithstanding the provisions of said Section 111F, Massachusetts General Laws Chapter 41, Section 100, or any other general or special law to the contrary, to establish and appropriate amounts to a special injury leave indemnity fund for payment of injury leave compensation or medical bills incurred under said Section 111F or said Section 100 and to deposit into such fund any amounts received from insurance proceeds or restitution for injuries to firefighters or police officers; pass any vote or take any action relative thereto.

This article proposes to accept a new provision of Massachusetts General Laws allowing municipalities to establish a fund for insurance proceeds and restitutions received by the Town that are related to injuries to firefighters and police officers. The funds may then be used for injured-on-duty pay for a firefighter or police officer who is out of work as a result of a work-related injury, as well as any medical bills incurred for such injury. Currently and without acceptance of this new provision of law, the insurance proceeds and restitutions may not be spent and are deposited into the Town's general fund for later appropriation.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 20
Proposed Fiscal Year 2018 Capital Projects Plan

To determine whether the Town will vote to appropriate the total sum of \$5,924,547, or any other sum, for the items contained within the following proposed Fiscal Year 2018 Capital Projects Plan and to determine

whether such sums shall be raised in the tax levy, transferred from available funds, borrowed, appropriated from the Stabilization Fund, or by any combination of these methods; pass any vote or take any action relative thereto:

Project	Project Name	Appropriation
18-01	Fire Department Air Compressor for Self-Contained Breathing Apparatus	\$51,000
18-02	Fire Department Rescue System II –Jaws of Life and Airbag Replacement	\$55,273
18-03	Underground Fuel Tank Rehabilitation and Reinforcement	\$75,380
18-04	Vehicles and Equipment Replacement	\$274,000
18-05	Schools Flooring – Carpeting and Base Molding Replacement	\$50,000
18-06	Fire Department Hose Replacement for Engines	\$17,955
18-07	Police Department Mobile Radio Replacement	\$15,400
18-08	Davis School Additions Feasibility Study / Schematic Design	\$98,000
18-09	Fire Department Air Compressor and Piping	\$12,240
18-10	Schools Interior Painting	\$50,000
18-11	Fire Station Electrical Panel Upgrade and Replacement	\$8,670
18-12	Public Safety Dispatch Logging Recorder Replacement	\$13,532
18-13	Middle School Interior Auditorium Lighting Replacement	\$60,000
18-14	Fire Station Washer/Extractor Replacement	\$15,300
18-15	Police Department Thermal Imager	\$16,444
18-16	Town IT Equipment & Systems Annual Replacement and Renewal	\$111,304
18-17	Schools IT Systems Annual Replacement and Renewal	\$445,200
18-18	GIS Aerial Photography (Planimetrics)	\$183,600
18-19	Library HVAC Study and Design	\$61,200
18-20	Police Department Locker Rooms Security Card Reader Installation	\$10,000
18-21	Davis & Lane Schools Gym Floor Re-Finishing	\$40,500
18-22	Library Unused Oil Tank and Boiler Removal	\$15,300
18-23	School Photocopier Replacements	\$48,454
18-24	Facilities Sidewalks Snow Removal Tractor	\$50,000
18-25	Springs Brook Park Asphalt Shingled Roofing Renewal	\$27,632
18-26	High School Track and Field Pole Vault Mat Replacement	\$22,525
18-27	DPW Seasonal Storage Site Hardscape Improvements	\$170,471
18-28	Concord River Boat Landing Dock Replacement	\$7,500
18-29	Davis and Lane School Gyms Acoustic & PA System Installation	\$120,000
18-30	Fire Station Exterior Doors Replacement	\$25,000
18-31	Town Photocopier Replacement	\$5,000
18-32	Library Entrance Heaters Replacement	\$20,910
18-33	Athletic Field Fencing	\$76,500
18-34	Fire Station Copper Gutters and Downspouts Repair	\$16,927
18-35	Middlesex Turnpike Water Main Replacement (<i>Partial Bond Authorization</i>)	\$555,109
18-36	DPW Large Dump Truck Replacement (<i>Bond Authorization</i>)	\$473,814
18-37	Water Tank Refurbishment (<i>Bond Authorization</i>)	\$818,407
18-38	Police Station Schematic Design Services (<i>Bond Authorization</i>)	\$255,000
18-39	Lane School Parking Lot & Circulation Improvement (<i>Bond Authorization</i>)	\$300,000
18-40	Water Meter Replacement Program (<i>Bond Authorization</i>)	\$1,251,000
TOTAL		\$5,924,547

This article would provide funds for the various projects contained within the Fiscal Year 2018 Capital Projects Plan. At the time the warrant was printed, it was intended that the Town would utilize the tax levy or a transfer from available funds, or a combination thereof, to fund Projects 18-01 through 18-34. For project 18-35, the Town will transfer \$197,823 from Article 11 of the 2015 ATM (Bedford Street Sewer Main Project), and apply \$228,363 from the Bond Premium received from the February 23, 2017 Bond sale. The remaining amount of \$128,923 will be a Bond Authorization. Bond authorizations are proposed for Projects 18-36 through Project 18-40. Projects utilizing the tax levy or available funds require only a simple majority vote. A bond authorization requires a two-thirds vote. A description of all projects is contained in the Capital Expenditure Committee's Report on pages 5 through 11 of this Warrant.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended for all projects except the following to be recommended at Annual Town Meeting: 18-4, 18-25, 18-30, 18-36 and 18-39
Capital Expenditure:	Approval Recommended
Residential Tax Impact:	\$37.17 (non-bonded items)

Article 21

Community Preservation Budget – Fiscal Year 2018

To determine whether the Town will vote to act upon the recommendations of the Community Preservation Committee by appropriating or reserving the following amounts for Fiscal Year 2018 Community Preservation purposes with each item considered a separate appropriation; and to determine whether such sums shall be appropriated from Fiscal Year 2018 Community Preservation Fund Revenues or the current Community Preservation Fund Balance or Reserves, borrowed, or by any combination of these methods:

	APPROPRIATIONS	CP FY18 Funds
1	Administrative	\$10,000
2	Affordable Housing Consultant	\$33,000
3	Bond Payment – Town Center	\$177,775
4	Bond Payment – 350A Concord Road	\$440,963
5	Bond Payment – Town Hall MEP Project	\$ 104,550
6	Bond Payment – Liljegren Way/Mudge Way Athletic Fields	\$128,845
7	Bedford Housing Authority Life Management Program	\$40,000
8	Coast Guard Site Redevelopment	\$330,000
9	Historic Properties Preservation Fund	\$75,000
10	Jenks Trail/Safe Routes to School	\$57,000
11	Boardwalks, Pedestrian Bridges, Bog Bridges, Stone Dust Trails & Signage	\$45,000
12	Community Gardens Feasibility Study	\$20,000
13	Minuteman Wayfinding Signage	\$10,465
14	Skate Park Rehabilitation	\$18,000
	RESERVES	
15	Affordable Housing Reserves	\$110,000
	TOTAL	\$1,600,598

and to determine whether the Town will vote to appropriate the sum of \$3,000,000 or any other sum for the Bedford Village Expiring Use project and any other cost incidental or related to such project; and to determine whether such sum shall be borrowed under the Community Preservation Act or any other enabling authority; and to authorize the Treasurer, with the approval of the Selectmen, to issue any bonds or notes that may be necessary for that purpose;

pass any vote or take any action relative thereto.

This article proposes projects and reserves recommended by the Community Preservation Committee for FY18 under Bedford's Community Preservation Act (CPA) accepted by the Town in March 2001. Descriptions of the proposed items follow:

1. **Administrative** – Administrative expenses for legal and clerical costs are included in this item.
2. **Affordable Housing Consulting Services** – Funding would allow continued use of affordable housing consultant services made available through an inter-municipal agreement made with several area communities or through other procurement contracts for such services.
3. **Town Center North Wing Project Bond Payment** – Funding would provide the necessary payment during FY18 for the bonded cost of the previously approved restoration project.
4. **350A Concord Road Bond Payment** – Funding would provide the necessary payment during FY18 for the bonded cost of the previously approved purchase of land.
5. **Town Hall MEP Project Bond Payment** – Funding would provide the necessary payment during FY18 for the bonded cost of the previously approved mechanical, electrical and plumbing project for Town Hall.
6. **Liljegren Way/Mudge Way Athletic Fields Bond Payment** - Funding would provide the necessary payment during FY18 for the bonded cost for the construction of the Liljegren Way/Mudge Way Athletic Fields.
7. **Bedford Housing Authority Life Management Program**- Funding would continue the Bedford Housing Authority Life Management Collaborative which is a collaborative initiative between the Bedford Housing Authority and a social services provider to assist families and individuals who are currently living in Bedford Housing Authority units with obtaining access to various life management skills, job training and educational programs, and job referrals. Eligible participants are assigned a case manager who works with them on an assessment to plan goals specific to their individual/family needs, and see them through completion of a program. The program includes measurable milestones, seeks to improve their quality of life, and potentially help them achieve a greater sense of independence.
8. **Coast Guard Site Redevelopment** – The developer of the former Coast Guard housing site on Pine Hill Road is proposing that 4 units be deed restricted as affordable. This funding request of \$75,000 per unit is consistent with other affordable housing subsidies in Town. The remaining \$30,000 would be used to reimburse the Municipal Affordable Housing Trust for expenses incurred due to maintaining the property from October 26, 2016 to April 24, 2017. Funds for this project will be appropriated out of the Community Preservation Affordable Housing Reserves.
9. **Historic Properties Preservation Fund** - In 2014 funds were utilized for the Passenger Depot Restoration Project. \$75,000 would partially replenish the Historic Properties Preservation Fund to its earlier level. This fund is used as a reserve source for the preservation of historic buildings.
10. **Jenks Trail/Safe Routes to School** - The purpose of this project is to provide improvements to the Jenks Trail and related Safe Routes to School for the John Glenn Middle School that did not qualify as part of the \$780,000 federally funded route improvements. The improvements include irrigation along the route and specimen tree planting.
11. **Boardwalks, Pedestrian Bridges, Bog Bridges, Stone Dust Trails & Signage** - This request is for the installation of a stone dust trail to link Wiggins Avenue to Bridge Street and ultimately to the retail area along Great Road. Funding also includes cost involved with the next phase of bog bridge construction, trail post installation, map box construction, wetland plant evaluations, trail

guide printing and trail markers.

- 12. Community Gardens Feasibility Study** - *The condition of the Community Gardens in the Jordan Conservation area is not conducive to expansion due to the proximity of the Town Forest and Conservation area/wetlands. Many Bedford residents have resorted to using garden space in neighboring communities, e.g., Foss Farm in Carlisle, or not to garden at all. With the increase in residents as well as the focus on locally grown, healthy food, this request would fund a feasibility study for improving and/or expanding gardens at the Jordan Conservation area or looking at other town properties, e.g., the town-owned property at 350A Concord Road as possible locations to develop gardens for residents to use to grow food. The requested FY18 funds will be used for field survey, wetland delineation, soil testing and any environmental permitting required to either expand the existing site or develop a new site. Future requests for land clearing, fencing and irrigation will depend on the results of the feasibility study.*
- 13. Minuteman Wayfinding Signage** - *This request is to install signage along and adjacent to the Minuteman Bikeway (MMBW) to provide connectivity between the Bikeway and nearby destinations. With enhanced signage, users will be drawn to other sites along the corridor, thus extending recreational opportunities and increasing visitors to the Town's historical, cultural and retail sites. Consistent, decorative signage will also be installed to direct the public to the MMBW from key intersections throughout Town. The wayfinding signs will be designed in conformance with the 2014 report "Navigating the Minuteman Commuter Bikeway" prepared for the three towns along the Minuteman, Arlington, Lexington and Bedford, and is consistent with the Minuteman Wayfinding signage to be installed by the Town of Lexington on its portion of the Bikeway in Spring 2017.*
- 14. Skate Park Rehabilitation** - *To repair the damage to the existing skate park surfaces. Some ramps and panels have become damaged over time.*
- 15. Affordable Housing Reserves** – *These funds would be placed in reserve for Affordable Housing in order to meet the required annual minimum CPA appropriation of 10%.*

This article also proposes a bond authorization of \$3.0 Million to be used to preserve the affordable apartment units at Bedford Village. In 2018, the current affordability restrictions will expire. It is anticipated that a combination of local CPA funds and state affordable housing preservation funds will be used to ensure that the rents for these units continue to be based on income limitations. There are ninety-six (96) apartments at Bedford Village, all of which are rented to persons who qualify for some amount of reduced rent based on their income levels.

Projects utilizing the available Community Preservation Funds require only a simple majority vote. A bond authorization requires a two-thirds vote.

RECOMMENDATIONS

Selectmen:

Approval Recommended

Finance Committee:

Approval Recommended for all items except the following to be recommended at Annual Town Meeting: #9, #12, #14, and Bedford Village Expiring Use Bond Authorization

Community Preservation Committee:

Approval Recommended

Capital Expenditure:

Approval Recommended for #10; Disapproval Recommended for #14

Article 22

PEG Access and Cable Expense Related Budget – Fiscal Year 2018

To determine whether the Town will vote to transfer the balance as of June 30, 2017, from the Cable TV Revolving Account to the PEG Access and Cable Related Fund, as established under Article 2 of the November 9, 2016 Special Town Meeting; and further, to determine whether the Town will vote to appropriate the following sums or any other sums to operate the PEG Access and Cable Related Fund for the fiscal year beginning July 1, 2017:

Budget Expenses	FY 2018 Recommended
Contracted Operational Cost	191,701
Building Expenses	35,000
PEG Access Contractor	58,959
Total PEG Access and Cable Related Fund Budget	285,660

and that in order to meet such appropriation, the Town will transfer \$285,660 from the PEG Access and Cable Related Fund; pass any vote or take any action relative thereto.

At the November 2016 Special Town Meeting, the Town voted to establish a PEG Access and Cable Related Fund effective July 1, 2017. This article proposes to transfer the June 30, 2017 balance of the Cable TV Revolving Account to the new fund to be used for similar purposes. Such a fund is considered a special revenue account under Massachusetts General Laws requiring the Town to adopt a budget annually for PEG access services and other related expenses. Approval of this article would also establish the Fiscal Year 2018 budget for the Town's PEG Access contractor and operational expenses for hosting the PEG access studio at Old Town Hall.

RECOMMENDATIONS

Selectmen: Approval Recommended
Finance Committee: Approval Recommended

Article 23 ***Supplement Operating Budget for Fiscal Year 2017 and Articles of the 2016 Annual Town Meeting***

To determine whether the Town will vote to transfer from available funds or otherwise provide a sum of money to be added to sums appropriated under certain Operating Budgets for Fiscal Year 2017 first voted under Article 24 of the Annual Town Meeting of 2016 or to sums appropriated under certain articles voted at the Annual Town Meeting of 2016; pass any vote or take any action relative thereto.

This article would provide additional funds to be added to the Fiscal Year 2017 Operating Budget and other articles voted at the 2016 Annual Town Meeting.

RECOMMENDATIONS

Selectmen: Recommendation to be given at Annual Town Meeting
Finance Committee: Recommendation to be given at Annual Town Meeting

Article 24 ***Salary Administration Plan Bylaw Amendment – Classification & Wage Schedule***

To determine whether the Town will vote to amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2017, unless another effective date is set forth herein.

A. Management / Professional / Administrative Classification and Compensation Plan (Hourly/Annual)

Minimum Mid Max				Minimum Mid Max			
Grade 1 Library Page				Grade 2 No Positions Assigned			
Hourly	11.22	12.06	12.90	Hourly	12.12	13.18	14.24
35 hrs.	20,498.94	22,033.62	23,568.30	35 hrs.	22,143.24	24,079.86	26,016.48
40 hrs.	23,427.36	25,181.28	26,935.20	40 hrs.	25,306.56	27,519.84	29,733.12
Grade 3 No Positions Assigned				Grade 4 No Positions Assigned			
Hourly	13.09	14.40	15.71	Hourly	14.14	15.73	17.32
35 hrs.	23,915.43	26,308.80	28,702.17	35 hrs.	25,833.78	28,738.71	31,643.64
40 hrs.	27,331.92	30,067.20	32,802.48	40 hrs.	29,524.32	32,844.24	36,164.16
Grade 5 No Positions Assigned				Grade 6 Seasonal Assistant Youth Worker, Library Assistant I			
Hourly	15.27	16.99	18.71	Hourly	16.49	18.55	20.61
35 hrs.	27,898.29	31,040.73	34,183.17	35 hrs.	30,127.23	33,890.85	37,654.47
40 hrs.	31,883.76	35,475.12	39,066.48	40 hrs.	34,431.12	38,732.40	43,033.68
Grade 7 Veteran's Services Officer, Department Assistant I, Library Assistant II				Grade 8 Department Assistant II, Library Custodian, School Traffic Supervisor			
Hourly	17.81	20.04	22.26	Hourly	19.77	22.49	25.21
35 hrs.	32,538.87	36,613.08	40,669.02	35 hrs.	36,119.79	41,089.23	46,058.67
40 hrs.	37,187.28	41,843.52	46,478.88	40 hrs.	41,279.76	46,959.12	52,638.48
Grade 9 Department Assistant III				Grade 10 Archivist, Finance Assistant, Respite Care Coordinator, Seasonal Youth Worker, Senior Library Technician, Administrative Assistant I			
Hourly	21.94	24.96	27.97	Hourly	24.13	27.75	31.37
35 hrs.	40,084.38	45,601.92	51,101.19	35 hrs.	44,085.51	50,699.25	57,312.99
40 hrs.	45,810.72	52,116.48	58,401.36	40 hrs.	50,383.44	57,942.00	65,500.56
Grade 11				Grade 12			

Administrative Assistant II, Animal Control Officer, Assistant Accountant, Assistant Treasurer & Collector, Data Collector, Elder Services Coordinator, Engineering & Mechanical Assistant, Engineering Assistant, Healthy Bedford Coordinator, Librarian, School-Age Child Care Director, Youth & Family Services Counselor			
Hourly	26.54	30.52	34.50
35 hrs.	48,488.58	55,760.04	63,031.50
40 hrs.	55,415.52	63,725.76	72,036.00

Assistant Assessor Engineering Technician Health Agent			
Hourly	28.93	33.63	38.33
35 hrs.	52,855.11	61,442.01	70,028.91
40 hrs.	60,405.84	70,219.44	80,033.04

Grade 13 Assistant Planner, Assistant Recreation Director, Civil/Environmental Engineer, Community Health Nurse, Conservation Administrator, Facilities Information & Procurement Analyst, GIS Analyst, Building & Systems Superintendent, Local Building Inspector, Plumbing & Gas Inspector, Prevention Services Coordinator, Recreation Adult Program Coordinator, Recreation Youth Program Coordinator, Recycling Coordinator, Senior Librarian, Technical Support Specialist, Wiring & Electrical Inspector			
Hourly	31.53	36.66	41.78
35 hrs.	57,605.31	66,977.82	76,332.06
40 hrs.	65,834.64	76,546.08	87,236.64

Grade 14 Assistant Facilities Director, Council on Aging Director, Youth & Family Services Director, DPW Business Manager, Economic Development Director, Grounds Operations Manager, Highway Operations Manager, Human Resources Manager, Assistant Library Director, Recreation Director, Town Clerk, Water & Sewer Operations Manager			
Hourly	34.05	40.01	45.97
35 hrs.	62,209.35	73,098.27	83,987.19
40 hrs.	71,096.40	83,540.88	95,985.36

Grade 15 Assessing Director, Health Director, Information Systems Manager, Planning Director, Town Accountant			
Hourly	36.77	43.21	49.64
35 hrs.	67,178.79	78,944.67	90,692.28
40 hrs.	76,775.76	90,222.48	103,648.32

Grade 16 Code Enforcement Director/Building Inspector, DPW Engineer, Library Director			
Hourly	39.34	46.72	54.09
35 hrs.	71,874.18	85,357.44	98,822.43
40 hrs.	82,141.92	97,551.36	112,939.92

Grade 17 Capital Projects Manager			
Hourly	42.09	49.98	57.87
35 hrs.	76,898.43	91,313.46	105,728.49
40 hrs.	87,883.92	104,358.24	120,832.56

Grade 18 No Positions Assigned			
Hourly	44.62	53.55	62.47
35 hrs.	81,520.74	97,835.85	114,132.69
40 hrs.	93,166.56	111,812.40	130,437.36

Grade 19 Assistant Town Manager, Facilities Director, Finance Director/Treasurer & Collector			
---	--	--	--

Grade 20 DPW Director, Fire Chief, Police Chief			
---	--	--	--

Hourly	47.30	56.76	66.22	Hourly	49.67	60.23	70.78
35 hrs.	86,417.10	103,700.52	120,983.94	35 hrs.	90,747.09	110,040.21	129,315.06
40 hrs.	98,762.40	118,514.88	138,267.36	40 hrs.	103,710.96	125,760.24	147,788.64

B. Public Works (40 hr/wk)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Water System Operator (c.)	999.24	1,049.21	1,101.67	1,156.77	1,214.61	1,238.91
Chief Sewer System Operator (c.)	999.24	1,049.21	1,101.67	1,156.77	1,214.61	1,238.91
Working Foreman (c.)	999.24	1,049.21	1,101.67	1,156.77	1,214.61	1,238.91
Electrician (c.)	982.36	1,021.69	1,062.54	1,105.05	1,149.25	1,172.24
Maintenance Craftsman (c.)	964.74	1,003.34	1,043.48	1,085.23	1,128.63	1,151.21
Mechanic (c.)	964.74	1,003.34	1,043.48	1,085.23	1,128.63	1,151.21
Water System Operator (c.)	964.74	1,003.34	1,043.48	1,085.23	1,128.63	1,151.21
Sewer System Operator (c.)	964.74	1,003.34	1,043.48	1,085.23	1,128.63	1,151.21
Assistant Working Foreman (c.)	964.74	1,003.34	1,043.48	1,085.23	1,128.63	1,151.21
Heavy Equipment Operator (c.)	874.65	909.63	946.02	983.87	1,023.22	1,043.68
Summer Laborer (interim / seasonal)		12.75	per hr.			

C. Public Safety - Fire (42 hr/wk)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain Fire Prev. (40 hr/wk) (c.)	1,395.79	1,432.59	1,537.04	1,576.54	1,616.59	1,655.75
Lieutenant - Fire (c.)	1,191.57	1,212.95	1,290.36	1,312.81	1,335.36	1,374.51
Private - Fire (c.)	1,018.45	1,036.61	1,102.21	1,121.23	1,140.32	1,179.48
Student Firefighter	744.56	/wk.				
Call Lieutenant	3,353.35	/yr. max	3,594.67	/yr. max with EMT		
	16.94	/hr.	17.80	/hr. Spec. Assign.		
Call Firefighter	2,858.18	/yr. max	3,033.68	/yr. max with EMT		
	15.37	/hr.	16.12	/hr. Spec. Assign.		

D. Public Safety - Police (37.5 hr/wk)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Lieutenant - Police (c.)	1,540.50	1,567.67	1,594.96	1,622.87	1,651.27	1,680.17	
Sergeant - Police (c.)	1,328.02	1,351.44	1,374.97	1,399.03	1,423.51	1,448.42	
Patrol Officer - Police (c.)	1,048.34	1,067.49	1,136.68	1,156.73	1,176.87	1,198.05	1,219.61
Student Police Officer	1,048.34	/wk.					
Police Matron	18.50	/hr.	20.08	/hr. nights and weekends			

E. Public Safety - Dispatch (37.5 hr/wk)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer I (c.)	751.74	789.32	828.79	870.24	913.74	959.43
Emergency Communications Officer II (c.)	774.30	813.00	853.65	896.34	941.15	988.21
Lead Emergency Communications Officer (c.)	805.27	845.52	887.80	932.20	978.80	1,027.74

F. Recreation Programs**School-Age Child Care Program (40 hr/wk)**

	Min.	Mid.	Max.
Assistant Director	16.00	18.50	22.00
Group Leader	12.78	16.72	20.66

Aide (High School)	10.00	11.00	12.00
Youth Center Staff (Hourly)	Min.	Mid.	Max.
Supervisor	17.00	19.00	21.00
Adult Staff (H.S. Graduates)	15.00	16.50	18.00
Junior Staff (H.S. Students)	10.00	11.00	12.00
Springs Brook Park Program (Hourly – eff. 5/15/17)	Min.	Mid.	Max.
Director/Manager	20.55	27.76	34.96
Aquatics Director	20.00	25.00	30.00
Assistant Director	20.00	25.00	30.00
Supervisor	17.00	19.00	21.00
SBP Staff IV	17.00	18.00	19.00
SBP Staff III	14.00	15.00	16.00
SBP Staff II	11.00	12.00	13.00
SBP Staff I	8.00	9.00	10.00
Summer Adventures/Programs (Hourly – eff. 5/15/17)	Min.	Mid.	Max.
Director	19.51	24.09	28.66
Assistant Director	20.00	22.50	25.00
Program Leader	15.00	22.50	30.00
Supervisor	16.00	18.00	20.00
Administrative Coordinator	16.81	17.23	17.66
Program Staff	12.00	14.00	16.00
Counselor (HS Grad) *	9.00	10.00	11.00
Counselor (HS) *	8.50	8.75	9.00
Aide	8.00		
Overnight Stipend	100.00	/night	
* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training			
Instructional Programs/Basketball (hourly)	Min.	Mid.	Max.
Program Instructor II	25.00	42.50	60.00
Program Instructor I	15.00	22.50	30.00
Program Aide	10.00	12.50	15.00
Basketball Official	12.00	14.50	17.00

G. Miscellaneous	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation Operator/Coordinator (40 hr/wk)	940.36	957.68	974.87	991.14	1,007.67
Substitute Local Transportation Operator	19.73 /hr.	Alt./Asst. Inspectors		29.74 /hr.	
Recording Secretary	17.47 /hr.	Youth Leader		9.61 /hr.	
Temporary Clerk II	10.97 /hr.	Temporary Clerk I		9.61 /hr.	
	Min.	Mid.	Max.		

Temporary Painter	24.97	27.57	30.17
-------------------	-------	-------	-------

(c.) Per Labor Contract

This article establishes the compensation ranges for all non-School Department employees of the Town. Where designated by footnote, collective bargaining agreements with the public employee unions are the legal basis for compensation rates. Those rates are shown for informational purposes and to keep the plan current with labor contracts.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 25
Operating Budgets – Fiscal Year 2018

To determine whether the Town will vote to make appropriations for expenditures by officers, boards, committees, and for the Reserve Fund in the fiscal year beginning July 1, 2017, and to determine whether such appropriations shall be raised in the tax levy, transferred from available funds, transferred from the Stabilization Fund, borrowed, or by any combination of these methods; pass any vote or take any action relative thereto. *(Please see pages 45 through 48.)*

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended

Article 26
Ambulance Enterprise Budget – Fiscal Year 2018

To determine whether the Town will vote to appropriate the following sums or any other sums to operate the Ambulance Enterprise for the fiscal year beginning July 1, 2017:

Budget Cost	FY 2016 Expended	FY 2017 Appropriated	FY 2018 Recommended	% Change	% Of Total
Direct Cost					
Salaries	571,591	647,692	664,903		
Operational Expenses	248,041	234,120	221,420		
Capital Outlay	14,697	14,697	14,697		
Total Direct Cost	834,329	896,509	901,020	0.50%	73%
Indirect Cost					
Salaries (in Fire Budget)	109,416	110,538	111,854		
Insurance & Benefits	142,797	151,683	122,530		
Other Personnel Cost	44,807	46,152	47,536		
Principal & Interest	28,875	28,125	27,250		
General Insurance	16,438	16,603	17,101		

Facilities (Fire Station)	13,274	13,274	13,606		
Total Indirect Cost *	355,607	366,375	339,877	-7.23%	27%
Total FY2018 Budget	1,189,936	1,262,884	1,240,897	-1.74%	100%

*(to be raised & appropriated in the General Fund Operating Budget)

and that in order to meet such appropriation, Town shall raise the sum of \$807,600 or any other sum from the Ambulance Enterprise Revenues, the sum of \$58,641 or any other sum from retained earnings within the Ambulance Enterprise, and the sum of \$34,779 or any other sum from the tax levy; pass any vote or take any action relative thereto.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Residential Tax Impact:	\$.57

Article 27 *Salary Plan Additional Funding*

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$195,000 or any other sum, to fund salary adjustments for certain employees; pass any vote or take any action relative thereto.

This article funds additional compensation for employees listed in the Salary Administration Plan Bylaw, Compensation & Wage Schedule, Section A.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Residential Tax Impact:	\$3.19

Article 28 *Other Post-Employment Benefits Liability Trust Fund Appropriation*

To determine whether the Town will vote to raise and appropriate, transfer from the Health Claims Trust Fund under M.G.L. Chapter 32B, Section 3A, or transfer from other available funds, or any combination of these methods, the sum of \$593,990, or any other sum, for the Other Post-Employment Benefits Liability Trust Fund established under Article 21 of the 2011 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees; pass any vote or take any action relative thereto.

This article proposes to appropriate \$593,990 towards the Town's unfunded liability for health and life insurance benefits of both current and future retired employees. Appropriations for this liability were first made at the 1994 Annual Town Meeting. The 1999 Annual Town Meeting approved the filing of a home rule petition for special legislation to establish a trust fund for investment of the appropriations. The Massachusetts Legislature approved the Town's home rule petition to establish a trust fund in 2000. The

2011 Annual Town Meeting transferred the balance in the original trust fund to a new irrevocable trust fund. The present balance of the irrevocable trust fund is approximately \$6,054,721.59. Governmental Accounting Standards requires all local governments to account for other post-employment benefits (OPEB) using an accrual methodology over participants' active working lifetimes. The Town's most recent actuarial study indicated that the Town had an actuarially determined unfunded liability of approximately \$63.4 Million after taking into consideration the funds that the Town has already set aside for this long-term liability. This proposed appropriation is consistent with the Town's policy to address future liability concerns.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Residential Tax Impact:	\$9.72

Article 29

Supplement Accrued Sick Leave Fund

To determine whether the Town will vote to supplement a fund established by Article 25 of the 1994 Annual Town Meeting to offset the anticipated annual and future costs of Town employee accumulated sick leave payments by appropriating the sum of \$25,000 or any other sum, for such purpose; pass any vote or take any action relative thereto.

This article supplements a fund established by the 1994 Annual Town Meeting through which the Town maintains a reserve for future costs of accumulated sick leave benefits when Town employees retire. Such practice is highly endorsed and recommended by the Town's auditors and is sound business practice. This fund was last supplemented at the 2016 Annual Town Meeting. As of the printing of the Warrant, approximately \$427,130.59 remains in this fund.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Residential Tax Impact:	\$0.41

Article 30

Stabilization Fund Appropriation

To determine whether the Town will vote to raise and appropriate the sum of \$500,000.00, or any other sum of money, to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B; pass any vote or take any action relative thereto.

This article requests an appropriation to be added to the Stabilization Fund. This fund may be used for any purpose in the future, but requires a vote of Town Meeting in order to transfer and spend any of these funds. The present balance in the fund is approximately \$4,147,339.25.

RECOMMENDATIONS

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Approval recommended
Residential Tax Impact:	\$8.18

Article 31

Free Cash

To determine whether the Town will vote to transfer a sum of money from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2017; pass any vote or take any action relative thereto.

This article allows for the transfer from "free cash" a sum of money to reduce the amount of the tax levy for Fiscal Year 2018.

RECOMMENDATIONS

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

and you are directed to serve this Warrant by posting attested copies thereof at the Town Hall and in at least three other public places in the Town at least seven days before the time of said meeting.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 13th day of February in the year Two Thousand and Seventeen.

Selectmen of Bedford

Michael Rosenberg, Chair

Caroline Fedele

Margot Fleischman

William S. Moonan

Mark Siegenthaler

A true copy

Attest:

Constable

FISCAL YEAR 2018 OPERATING BUDGET

Account #	Department	FY 2016 Expended	FY 2017 Appropriated	FY 2018 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
1220	Selectmen	546,166	722,864	816,384	12.9%	0.9%	13.36	Salaries: Chairman Clerk Other Selectmen, each (3) Office	2,400 2,000 1,600 529,943
1300	Finance/Administrative Services	943,636	1,564,596	1,572,916	0.5%	1.8%	25.74	<i>Out of State Travel Estimated Revenue</i> Salaries Abatement Interest From Sewer Fund	3,910 60,000 683,537 550,000 144,900
1301	Insurance & Benefits	10,061,235	11,199,216	11,860,831	5.9%	13.6%	194.11	<i>Out of State Travel Estimated Revenue</i> From Sewer Fund From Pension Trust Fund	3,300 320,210 203,580 66,000
	<i>Health Insurance</i>	5,140,843	5,790,560	6,080,088	5.0%	7.0%			
	<i>Retirement Assessment</i>	3,548,130	3,786,284	3,994,790	5.5%	4.6%			
	<i>General Insurances</i>	748,357	875,372	1,006,678	15.0%	1.2%			
	<i>Medicare Assessment</i>	590,156	645,500	677,775	5.0%	0.8%			
	<i>Unemployment Insurance</i>	19,891	86,000	86,000	0.0%	0.1%			
	<i>Life Insurance</i>	13,858	15,500	15,500	0.0%	0.0%			
1303	Principal & Interest	7,209,906	7,453,607	7,771,685	4.3%	8.9%	131.25	Non Exempt Principal Non Exempt Interest Exempt Principal Exempt Interest CPA Debt Costs From Debt Stabilization Fund From Sewer Fund From CPA Fund	2,568,680 844,926 2,710,000 795,947 852,132 78,469 495,000 852,132

FISCAL YEAR 2018 OPERATING BUDGET

Account #	Department	FY 2016 Expended	FY 2017 Appropriated	FY 2018 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
1310	Financial Committees	803	1,021,804	977,049	-4.4%	1.1%	15.99	Reserve Fund Capital Expenditures Committee	975,435 260
1410	Board of Assessors	267,358	299,595	299,559	0.0%	0.3%	4.90	Salaries: Stipend, each Assessor (3) Office	1,600 218,986
1510	Legal Services	82,291	184,000	184,000	0.0%	0.2%	3.01	Estimated Revenue	600
1610	Town Clerk	209,204	227,416	221,644	-2.5%	0.3%	3.63	Salaries: Office Stipends	195,932 310
1620	Elections & Registrations	40,221	56,189	29,167	-48.1%	0.0%	0.48	Out of State Travel Estimated Revenue	2,199 27,218
1750	Planning Board	197,611	198,702	200,167	0.7%	0.2%	3.28	Personnel Costs Stipends Salaries	15,195 1,350 193,917
2010	Police Department	3,506,385	3,641,817	3,743,444	2.8%	4.3%	61.26	Estimated Revenue Salaries Capital Outlay Out of State Travel Estimated Revenue	600 3,572,022 14,473 3,500 144,417

FISCAL YEAR 2018 OPERATING BUDGET

Account #	Department	FY 2016 Expended	FY 2017 Appropriated	FY 2018 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
2200	Fire Department	2,189,386	2,218,610	2,231,116	0.6%	2.6%	36.51	Salaries Capital Outlay	2,069,047 18,661
2360	Town Center	97,069	106,620	107,115	0.5%	0.1%	1.75	Out of State Travel Estimated Revenue	2,788 66,000
2400	Code Enforcement	467,055	496,536	507,097	2.1%	0.6%	8.30	Salaries Out of State Travel Estimated Revenue	48,269 120,000 459,545 1,500 582,177
3000	School Department	36,137,090	37,740,703	39,061,561	3.5%	44.8%	639.26	From Impact Aid/Defense Aid	300,000
3001	Vocational Education	435,443	495,000	545,000	10.1%	0.6%	8.92		
3500	Facilities Department Municipal School (in School budget)	2,205,965 1,915,304	2,469,176 1,925,106	2,485,657 2,070,640	0.7%	2.8%	40.68	Salaries Capital Outlay Utilities	497,313 2,551 1,785,000
	Total (Informational Only)	4,121,269	4,394,282	4,556,297	3.7%				
4000	Public Works	10,777,697	11,691,633	12,019,455	2.8%	13.8%	196.71	Salaries Snow Removal Overtime Snow Removal Materials MMRA Water Purchase Refuse/Recycling Energy Equipment/Materials Capital Outlay Road Resurfacing From Sewer Fund Out of State Travel Estimated Revenue	2,865,201 136,800 205,653 3,503,240 1,999,313 1,156,788 496,141 899,061 7,258 750,000 4,461,922 596 9,346,120

FISCAL YEAR 2018 OPERATING BUDGET

Account #	Department	FY 2016 Expended	FY 2017 Appropriated	FY 2018 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
5000 Board of Health		258,212	280,694	280,563	0.0%	0.3%	3.41	Salaries	247,055
5001 Hazardous Waste		15,272	15,501	19,556	26.2%	0.0%	0.32	Estimated Revenue	21,528
5003 Mosquito Control		38,504	38,889	39,278	1.0%	0.0%	0.64		
5400 Bedford Local Transit		53,555	61,441	62,339	1.5%	0.1%	1.02	Salaries	61,553
								Estimated Revenue	15,000
5410 Council on Aging		191,767	202,335	206,565	2.1%	0.2%	3.38	Salaries Capital Outlay	192,818 1,093
5420 Youth & Family Services		425,179	579,199	582,683	0.6%	0.7%	9.54	Salaries	228,763
6100 Public Library		1,141,736	1,177,196	1,209,768	2.8%	1.4%	19.80	Salaries Capital Outlay	933,854 5,000
								Estimated Revenue	17,000
6300 Recreation Commission		113,450	117,175	195,901	67.2%	0.2%	3.21	Salaries	181,901
6910 Historic Preservation Commission		1,084	1,307	1,320	1.0%	0.0%	0.02		
TOTAL		77,613,280	84,261,821	87,231,820	3.5%	100.00%	1,430		

* Per 100,000 of assessed value.

Town Meeting Procedure
(As Established Under Article 4 of the Bedford General Bylaws)**4.1 Debate Rules**

The following rules shall govern Town Meeting:

No voter may speak without recognition by the Moderator.

Speakers must give their name and address before commencing.

No voter may speak in debate more than twice on any article without specific permission from the Moderator, except to correct a statement. Questions do not fall under this rule.

Speakers must keep their debate within the scope of the motion on the floor.

All questions must be directed through the Moderator.

4.2 Motions

All motions shall require a majority vote except as noted.

4.2.1 Privileged Motions

The following motions are privileged motions addressing the conduct of the meeting, and have priority, in order as shown, over any other motion or any question which may be pending:

4.2.1.1 Dissolve or adjourn *sine die*

Final adjournment of Town Meeting may occur only after the completion of action on all articles in the Warrant. Not debatable or amendable.

4.2.1.2 Adjourn or recess

Postpones the meeting to a specified time, which must be within 21 days. Debatable and amendable.

4.2.1.3 Point of no Quorum

A call for a count of voters. No vote required.

4.2.1.4 Fix the time for which to adjourn

Sets a certain time for later adjournment. Debatable and amendable.

4.2.1.5 Question of privilege

Relates to the rights and privileges of the meeting and to the rights of the members. Not debatable or amendable.

4.2.2 Subsidiary Motions

The following motions are subsidiary motions. They have a direct effect on the original or main motion. They are listed in order of their rank, which follows the privileged motions, above:

4.2.2.1 Lay on or take from the table

Postpones action on the motion for an unspecified time and resumes action at the will of the meeting. Town Meeting may not be adjourned *sine die* until some action is taken on the motion in question. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.2 Previous question

Calls for a vote on the motion under discussion without further debate. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.3 Limit or extend debate

Sets a time limit for each speaker or the entire debate or may reopen the bounds of debate. Debatable and amendable. Two-thirds majority vote required.

4.2.2.4 Postpone to a specified time

Postpones action on an article to a specified time, or until after a specified article. Debatable and amendable.

4.2.2.5 Commit, recommit or refer

Sends the Article to a committee or other body for further study. Debatable and amendable.

4.2.2.6 Amend or substitute

Modifies the motion on the floor, in whole or in part. A written copy of the amendment must be presented to the Moderator or the Town Clerk. Debatable and amendable.

4.2.2.7 Postpone indefinitely

Ends debate and removes the main motion from discussion without a vote on the main motion. Not debatable or amendable. A brief explanation of the reason(s) for indefinite postponement may be given. Two-thirds majority vote required.

4.2.3 Incidental Motions

The following actions have the same rank as the motion from which they arise. They are subordinate motions relating to the conduct of the meeting with respect to the motion on the floor. They are considered and acted upon before the motions out of which they arise are concluded:

4.2.3.1 Point of order

Questions a possible error of omission or commission. Neither debatable nor amendable and no vote taken.

4.2.3.2 Appeal

Moves to reverse the decision of the Moderator on a point of order. Must immediately follow the point of order. Subject to acceptance by the Moderator. Debatable but not amendable.

4.2.3.3 Division of a question

Divides a main motion or amendment where practical to discuss and vote on the separate parts. Debatable and amendable.

4.2.3.4 Separate consideration

Requests discussion on separate parts of a question which do not allow for division since the separate parts are interrelated and will not stand on their own. Debatable and amendable.

4.2.3.5 Fix the method of voting

Request a specific form of voting, different from the normal one. Debatable and amendable.

4.2.3.6 Withdraw or modify a motion

Allows the maker of a motion to withdraw or modify the motion. Not debatable or amendable.

4.2.3.7 Suspension of rules

Requests a change in the rules relating to the conduct of the meeting. Not debatable or amendable.

4.2.4 Main Motions

The following are main motions in order of the rank and stem from articles in the Warrant:

4.2.4.1 Main motion

A motion made within the scope of the related article in the Warrant. The motion is debatable and amendable. The main motion may require a two-thirds vote, *e.g.*, bonding and zoning.

4.2.4.2 Reconsider or rescind

Reconsideration requests reopening of debate on a motion previously voted on while rescission overturns a previous affirmative vote and defeats the motion involved. May be debatable but it is not amendable.

4.2.4.3 Advance an article

Asks to consider and discuss an article in the Warrant out of order. Debatable and amendable.

4.3 Reconsideration**4.3.1 Number of reconsiderations**

When a motion of reconsideration is decided, that decision shall not be reconsidered again at the same session and shall not be reconsidered more than once thereafter.

4.3.2 Notice of intent to reconsider at future meeting

Articles voted upon at any meeting shall not be reconsidered at a subsequent meeting unless notice of intent to reconsider shall be given to the Moderator prior to adjournment and publicly announced to the meeting at which the article has been voted upon.

4.3.3 Requirements for voter to move reconsideration

Reconsideration may be moved only by one who voted on the prevailing side.

4.4 Amendments**4.4.1 Amendments to amendments**

An amended amendment may not be amended.

4.4.2 Order of voting on amendments

In the case of several amendments of different amounts or periods of time, the largest amount and the longest time will be voted on first, and an affirmative vote will be a negative vote of the smaller sums or shorter times.

4.4.3 Amendments to bylaws

No amendment may be made to a proposed General Bylaw printed in the Warrant unless it is to correct an error in the printing which does not change the meaning. A proposed Zoning Bylaw article may be amended on the floor to be less restrictive.

4.4.4 Reports to meeting

Recommendations made in the report of any board or committee shall not be acted upon or debated at any meeting unless there is an article in the Warrant.

4.4.5 Acceptance of reports to the meeting

When the report of a committee is placed in the hands of the Moderator, it shall be deemed to be received. If it is a final report, a vote to accept it shall discharge the committee. If it is an interim report, the committee continues to serve unless the Town votes to discharge the committee.

4.4.6 Amendments to articles

Any article appearing in the Warrant and considered at any Town Meeting may be amended and any portion may be deleted or added to by the vote of the Town, provided the phrase "do anything in relation thereto," "pertaining thereto," or words of similar import appear in the article. Any proposed amendment must be within the scope of the article.

4.4.7 Quantum of vote on bylaws and borrowing

A motion under an article to add to or amend the Town Bylaws, unless otherwise required by the General Laws shall require a simple majority vote. An article to amend the Zoning Bylaws or one for the purpose of borrowing for a period greater than one year shall require a two-thirds vote. A vote requiring a two-thirds majority does not have to be counted unless questioned by the Moderator or seven voters.

4.4.8 Reports and motions in writing

All reports, resolutions, motions and amendments submitted to the meeting for consideration shall be presented in writing to the Moderator.

4.4.9 Secret ballot

A majority of those present and voting may choose to vote on any article or amendment by secret ballot.

Guidelines for Civil Discourse

The Town of Bedford respects and recognizes each citizen's right to free speech. In order to guarantee all people's right to free speech and to ensure productive civil discourse, we request that all citizens respect the following guidelines.

Show respect for others.

- Discuss policies and ideas, not people
- Only one person should be speaking at any given time
- Use helpful, not hurtful language

Speak as you would like to be spoken to.

- Use courtesy titles (Mr., Ms., Sir, etc.) and ask if unsure
- Restate ideas when asked
- Use a civil tone of voice

Agree to listen.

- Respectfully hear and listen to differing points of view
- When unsure, clarify what you heard
- Realize that what you say and what people understand you to have said may be different
- Recognize that people can agree to disagree

Speak for yourself, not others.

- Speak from your own experience
- Use "I" statements ("I think that the ideas presented...")

Follow agreed upon guidelines regarding who speaks when and for how long.

NOTES

NOTES

*Volunteer Opportunities and the Appointment Process***Opportunities for Volunteer Appointments in Bedford**

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- Help guide your community

Most appointments to committee vacancies are made following the Annual Town Meeting. However, vacancies also occur at other times during the year. Terms of office vary from one to three years. Committees which may have openings are listed below:

Arbor Resources Committee
Cable Television Committee
Capital Expenditure Committee
Community Preservation Committee
Finance Committee
Historic District Commission – Alternate Member
Historic Preservation Commission
Zoning Board of Appeals – Associate Member

Appointment Process

If you would like to be a part of our Town Government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest.

Town of Bedford Questionnaire for Volunteers

Good Government Depends On You
Please read about opportunities for volunteer appointments and the process
on the other side of this Questionnaire.

Name _____ **Date** _____

Address _____ **Occupation** _____

Home Phone _____ **Cell Phone** _____ **E-mail** _____

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. No. years lived in Bedford: Are you a registered Bedford voter? Attended Town Meeting? _____

4. Please describe your background or training from work and/or life experience that relates to your interest in government.

5. What Town government experience have you had? _____

6. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)?

7. Additional information for the Selectmen to consider. (Please add to this form as necessary.)

8. Do you have any restrictions on your availability to attend committee meetings? _____

Feel free to call or email (cdoyle@bedfordma.gov) a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way.

Carol Amick 781-275-5278

Patricia Carluccio 781-275-0645

Joseph Piantedosi 781-275-6077

Jennifer Kelley 781-275-1512

Angelo Colao 781-275-7225